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ANDREA L. CACHO

SKILLS

Phonemic Awareness, Heggerty Curriculum, UFLI Curriculum, Classroom Management, Teaching from Lesson Plans, School System Volunteering, Elementary Education Pre-K to Second Grade, Whole Group Instruction, Small Group Instruction, Classroom Setting, Educational Teaching, Facebook Marketing, Adobe Lightroom, Adobe Creative Cloud, Delivery Service, Lifestyle Photography, Customer Service, Facebook Business Suite, Point of Sale (POS) Systems, Community Outreach, Microsoft Outlook Drive, Pixieset, WIX Website Builder, Food Preparation, Food Service, Product Photography, Natural Light Photography, Branding Photography, Family Photography, Event Photography, Social Media Communications, Canva, Facebook Advertising, Adobe Portfolio, Children Activities, WordPress Content Managing

EXPERIENCE

Fort Belvoir Elementary School- Primary, Fort Belvoir, Virginia – Fairfax County Public Schools: Kindergarten Instructional Assistant

October 2022 – Present

1. Performs curricular, instructional, clerical, and support tasks to assist teachers and other professional staff in a classroom or other instructional setting.
2. Works with the teacher to provide instructional or developmental activities for a general or special education population.
3. Performs remedial instruction or tasks to reinforce learning initiated by a teacher or professional staff.
4. Works with students requiring individual or close attention.
5. Observe and assist individual students experiencing difficulties.
6. Assists the teacher with the development of individualized programs.
7. Prepares a variety of instructional materials and reports, as requested.
8. Works with individuals or small groups of students.
9. Reads to children, listens to their recitations, and suggests improvements.
10. Monitors groups of students engaged in drawing, writing, independent study, or similar work while the teacher is otherwise occupied.
11. Assists with teaching classes of essential skills and may monitor computer, writing, or other technology laboratories under general supervision.
12. May assist with instructing students with special needs under the teacher's supervision, including monitoring students on independent work.

13. Supervises and monitors students in off-site vocational training and community travel settings, as assigned.
14. Helps maintain order and discipline and assists with managing students' behavior, including crisis management.
15. Proctors tests and examinations, corrects and scores objective tests.
16. Maintains inventory and distributes textbooks and other instructional materials.
17. Maintaining files containing student work and evaluation and assessment data.
18. Continues instructional activities during the teacher's absence from the classroom; assists with routine care, including personal hygiene, feeding, and other tasks, as required or requested.
19. On occasion, serves as a substitute teacher.
20. Performs related duties as required or assigned.

**Fort Belvoir Elementary School– Primary, Fort Belvoir, Virginia –
Fairfax County Public Schools: Student Monitor**

September 2022 – October 2022

1. Provides supervision of students throughout the school day to include, but not limited to, the classroom, hallways, lunch, recess, specials, and at arrival/dismissal
2. Helps maintain order and discipline and assists in managing the behavior of students; operates technology
3. Performs administrative and non-instructional duties
4. Ensures all layered prevention/safety protocols and procedures are implemented and followed
5. Works with individual and small groups of students

**Fairfax County Public Schools, Fairfax County, Virginia –
Substitute Teacher (Short-Term in multiple classrooms)**

July 2022 – September 2022

1. Site-based substitutes are responsible for instructing.
2. Assume responsibility for all aspects of classroom instruction, assessments, and behavior management on a short-term basis.
3. Implements teacher-created lesson plans or works collaboratively with a team of educators to generate lesson plans.
4. Providing differentiated strategies to instruct students at all levels in all content areas.

**Domino's Pizza – Team Washington, Fort Belvoir, Virginia –
Delivery Expert**

August 2020 – Present

My Plumber, Manassas, Virginia – Dispatcher

January 2014 – July 2014

One Hour Heating and Cooling, Warrenton, Virginia – Dispatcher

April 2012 – December 2013

Ruby Tuesday, Culpeper, Virginia – Hostess

January 2011 – December 2011

Glory Days Grill, Culpeper, Virginia – *Hostess*

January 2010 – November 2010

Mountain Run Bowling Center, Culpeper, Virginia – *Front Desk Personnel*

January 2008 – December 2009

EDUCATION

Southern New Hampshire University, Manchester, New Hampshire – *Masters's Degree*

February 2024 – Present

Master of Education in Curriculum and Instruction with a concentration in Special Education

Southern New Hampshire University, Manchester, New Hampshire – *Bachelor's Degree*

January 2022 – January 2024

Bachelor of Science in Marketing with a concentration in Social Media

Culpeper County High School, Culpeper, Virginia – *High School Diploma*

August 2006 – June 2010

Yearbook Committee, Photojournalism Club, FCCLA, FBLA, DECA

VOLUNTEERING

Fort Belvoir Elementary School P.T.O. – *General Member*

September 2022 – Present

Fort Belvoir Elementary School P.T.O. – *Board Member*

July 2021 – September 2022

Social Media Coordinator

Domino's Pizza – Team Washington, Fort Belvoir, Virginia – *Community Outreach Worker*

January 2021 – Present

Fort Belvoir Elementary School P.T.O. – *Photographer*

October 2020, November 2020, February 2021, April 2021

USO – Metropolitan Washington – Baltimore – *Photographer*

April 2019 (Washington Nationals Ticket Campaign)

May 2019 (Washington Nationals Ticket Campaign)

Girl Scouts of America – Troop 136 – Treasurer

2017 – 2018

101st Airborne Division Sustainment Brigade FRG – Treasurer

2016 – 2017

101st Airborne Division Sustainment Brigade FRG – Point of Contact

2014 – 2017

AWARDS

Certificate of Volunteer Appreciation issued by Fort Belvoir Elementary School - Jun 2022

Certificate of Appreciation issued by Fairfax County Public Schools - May 2022

President's List issued by Southern New Hampshire University - Multiple times

Dean's List issued by Southern New Hampshire University - Multiple times

Honor Roll issued by Southern New Hampshire University - Multiple times

Certificate of Appreciation issued by Domino's Pizza - Jan 2022

Patriotic Civilian Service Award issued by the Department of the Army - Jan 2015, and May 2017

Certificate of Appreciation issued by the Department of the Army - Dec 2014

TRAINING

Americans with Disability Act (ADA) issued by Fairfax County Public Schools

Anaphylaxis Awareness issued by Fairfax County Public Schools

Safety Security Background Check Regulation issued by Fairfax County Public Schools

Collaborative Proactive Solutions- Level 1 issued by Fairfax County Public Schools

Family Life Education (FLE) Training Grades K-3- Part 1 issued by Fairfax County Public Schools

Family Life Education (FLE) Training Grades K-3- Part 2 issued by Fairfax County Public Schools

Preventing and Responding Effectively to Discrimination and Harassment issued by Fairfax County Public Schools

Title IX Reporting Obligations Grades PreK-12th issued by Fairfax County Public Schools

Understanding the Regulations Governing the Use of Restraint and Seclusions issued by Fairfax County Public Schools

Utilizing Positive Language to Increase Student Success for Instructional Assistants issued by Fairfax County Public Schools

Religious and Cultural Observances (Regulation 2234) issued by Fairfax County
Public Schools