

PERSONAL RESUME

Matthew Hatfield
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Summary of Qualifications

High School Graduate

Moderate skill in American Sign Language

Leadership experience

- Captain of Capital Crew squad
- Youth Leader at Sun River Church, all ages

Accomplished Athlete

Working knowledge of auditory amplification devices including hearing aids (as well as FM devices), and cochlear implants

Completed the course entitled: Behavior Basics for Paraeducators: Determining the Meaning of Challenging Behavior and Providing Positive Supports

Work Experience

CCHAT Center of Sacramento

September 2011-July 2013

- Paraeducator and Teacher's Aide in a kindergarten class for the deaf and hard of hearing
- Daily yard duty for age groups ranging from toddler to 2nd grade
- Provide for the needs of my teacher in producing resources, organizing, filing, and sending home class work, regulating behavior in class room, and overall helping to create an environment for learning in the class room

Starbucks Coffee

July 2006 – July 2009

- Providing customer service by taking orders, responding to comments or complaints, and keeping the store an over all welcoming comfortable and environment
- Making food and beverages well, and in a timely manner, to assure customer satisfaction
- Attending to the cleanliness of the store at all times
- On many occasions closing and/or opening the store and all of the responsibilities that pertain to doing so

References available upon request