

YVETTE M. NARIO

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OBJECTIVE

To obtain a position as an adjunct professor that will highlight my skills and experience to assist in the growth of a city college or University

SKILLS

- Adobe Photoshop
- Microsoft Office
- American Literature
- Renaissance Literature
- Creative Writing Instruction
- Lesson Planning

PROFESSIONAL EXPERIENCE

Teaching Skills

- Designed and executed daily lesson plans for students that combined intense lectures with interactive activities
- Detailed-oriented with excellent communication, interpersonal, and organizational skills
- Formulated countless questions centered on particular themes to enhance critical thinking skills of assigned readings
- Constructed small group interactive discussions geared for diverse lifestyles, culture and national perspectives
- Developed different form of activities to stimulate empathetically growth for self and others
- Applied creative writing emphasis on lessons to develop critical thinking skills as well as literary analysis
- Implemented different form of research methods to expand knowledge of the history of course concentration
- Engaged in assessment of learning outcomes and demonstrated the use of the results of these assessments in course planning
- Cooperated with Department Chairperson in developing and revising courses of study and curricula

Administrative Skills

- Compiled customer personal and financial information into a database to keep records accurate and current
- Transferred all incoming phone calls to the correct department based on client need
- Organized client folders and filed away to the correct area for easy future access
- Designed various marketing materials to increase cliental including flyers, banners, magazines and mail merge documents

Counseling Skills

- Advised students and / or performed special assigned duties related to registration outside the classroom environment
- Guided students in career goals and development
- Motivated and encouraged students in concentrating on strengths of learning and techniques, while at the same time, emphasized the improvement of the weaknesses
- Consulted with students whom were experiencing difficulty in academics on various tools for improving critical thinking and problem solving skills

EMPLOYMENT HISTORY

09/10 – 05/13	Prudential Douglas Elliman	<i>Associate Broker</i>	Bayside, NY
08/08 – 09/10	Remax People Real Estate	<i>Associate Broker</i>	Flushing, NY
03/07 – 08/08	Remax Universal Real Estate	<i>Associate Broker</i>	Bayside, NY
09/98 – 03/07	Value Lane Realty	<i>Real Estate Sales Agent</i>	Bayside, NY

EDUCATION

Queens College

- MA English Literature (May '11)
- Post Advanced Certificate in Education (Grades 7-12) (May '06)

Flushing, NY

Queens College

- BA English Minor Sociology (May '02)

Flushing, NY

REFERENCES

Furnished upon request