

Nadia Ransom

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Education

Washington High School, Milwaukee WI – High School Diploma May 2018

Experience

Washington High School | 2525 N. Sherman Blvd Milwaukee WI 53210

Special Education Paraprofessional for the Visually Impaired

February 2022 – Current

- Supporting the special education teacher in classroom management (including alerting the special education teacher to behavioral issues).
- Assisting the special education with grading duties
- Attending IEP meetings, professional development meetings, parent – teacher conference meetings and other meetings with the special education teacher and provide visual support during those meetings.
- Navigating in computer systems; entering IEP information in the IC system; replying to emails.

Saint A Academy – 8901 W. Capitol Dr. Milwaukee WI 53222 Youth Development Specialist

November 2021 – January 2022

- Act as a mentor and set a positive example
- Oversee and encourage resident participation in group activities
- Encourage completion of daily chores and personal hygiene tasks
- Provide one on one supervision or support as needed
- Document patient progress, immediately reporting any extreme changes in behavior
- Report any incidents that may affect the safety of a resident

Burger King – 6746 W. Greenfield Ave. West Allis 53214 Shift Manager

September 2021 – December 2021

- Responsible for overseeing business operations, delegating tasks to team members and resolving problems that occur on their shift.
- Stocking inventory, balancing the cash register and coordinating employee responsibilities to improve efficiency or customer service
- Reporting to the assistant or general manager and meeting with management to review goals and metrics
- Maintaining a work environment that meets company, state and federal safety and employment guidelines

Certifications

- Administrative Assistant – New Horizons
- WI Department of Children and Families
 - Introduction to childcare profession
 - Skills and Strategies for the Child Care Teacher