

LESLIE BRUCE

HIGH SCHOOL ENGLISH/ LANGUAGE ARTS TEACHER

CONTACT

lbruce215@outlook.com ✉
(607) 287-6313 📞
Angelica, NY 📍

EDUCATION

Masters of Arts in Teaching
Education via Transitional B
Pathway
SUNY Empire State College
September 2021 - current
Saratoga Springs, NY

Bachelor's of Arts in Theatre
Arts
Hartwick College
September 2010 - May 2015
Oneonta, NY

SKILLS

Lesson Planning
Communication with Parents and
Teachers
Problem Solving
Data Entry and Monitoring of
Student Progress
Accountable
Experienced with Multiple
Sources of Technology

CERTIFICATIONS

Transition B Pathway requires
position for full certification

WORK EXPERIENCE

Mailroom Correspondent

Pioneer Credit Recovery Inc.

August 2018 - current / Arcade, NY

- Data Entry, Data Entry for Secured Accounts
- Managing and Dispatching Phone Calls
- Training Co-Workers in Data Entry Responsibilities
- Coordinating Team Building Exercises

Teacher's Aide

CA-BOCES

2016 - 2018 / Belmont, NY

- One on one student interaction with students with developmental disabilities
- Monitoring Student Learning and Progress on a Daily Basis per Teacher's Instructions
- Assist in copying and preparing lesson material
- Minor Data Entry Roles
- Communicated with teacher about student needs from parents

Direct Support Professional

Allegany ARC

2015 - 2018 / Belmont, NY

- Data Entry for multiple individuals with developmental disabilities
- House cleaning and organization
- Assist individuals with their morning routines
- Overnight filing of paperwork into secure locations for individual security of PHI
- Communicated individual needs to relevant family members as needed

Substitute Teacher

CA-BOCES

January 2016 - June 2016 / Belmont, NY

- Oversee student work in teacher's absence
- Assisted students with classwork as needed/ requested by the students