

Jayson Nourse

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Overview of Qualifications

- ☑ Self-motivated professional with a solid experience in education and administrative support.
- ☑ Expert at resolving administrative problems and performing various clerical functions.
- ☑ Effective in operating office equipment and ensuring proper inventory control.
- ☑ Versatile and proactive problem solver with excellent interpersonal skills.
- ☑ Highly adaptable to ever changing circumstances when engaging any project plans within a fast-paced and demanding environment.

PROFESSIONAL EXPERIENCE

Griffins County Public School, Portland, PA

Substitute Teacher • 2007 – Present

- Implement the instructional plans prepared by the teacher; plan and deliver instructional activities to facilitate active learning experience.
- Prepared lesson materials and distribute teaching materials (workbooks, pencils, papers, etc.).
- Guide the learning process toward the achievement of the district curriculum and goals and the State Learning Standards as determined in the instructional plans for the day.
- Implemented a variety of instructional techniques and instructional media as required in the instructional plans for the day.
- Instruct and monitor students in the use of learning materials and equipment.
- Organize the classroom and learning resources to create a positive learning environment.
- Tutor and assisted children individually to reinforce learning concepts.

UNO, International Human Rights Organization, India

Volunteer • 2004 – 2007

- Conducted research on human rights situation in the country; draft statements and translate relevant documents.
- Contacted relevant local NGOs and arranged meetings; assisted staff at field research.
- Researched information on international standard of human rights; translated articles.
- Maintained incoming and outgoing correspondence.
- Resolved administrative problems by analyzing data and identifying solutions.
- Ensured that all relevant documentation was stored in a timely and accurate and manner.
- Entered data into the system and maintained the organization's databases.

EDUCATION & TRAINING

Pennsylvania State University, State College, PA

Bachelor of Science in Law

SKILLS

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| - MS Office Suite | - Interpersonal Skills |
| - Decision Making | - Multi-Tasking |
| - Flexibility | - Planning |
| - Organizational Leadership | - Prioritizing |

REFERENCES

References are available upon request.