

LETICIA COVARRUBIAS

PROFESSIONAL SUMMARY

Resourceful Early Childhood Educator with experience in providing quality care to children of all ages. Skilled in creating age-appropriate activities to encourage physical, emotional and social development. Enjoys developing positive relationships with children and families.

SKILLS

Interactive Teaching

Bilingual in English and Spanish

Student Records Management

Communication and Interpersonal Skills

Classroom Organization

Early Childhood Education

Classroom Management

Collaborative and Team-Oriented

Parent-Teacher Communication

Program Leadership

Creative Thinking

Group and individual instruction

WORK HISTORY

EARLY EDUCATION CENTER AIDE 12/2023 to Current

Los Angeles Unified School District, LAUSD, South Gate, CA

- Maintained a safe and nurturing environment for students by closely monitoring their activities and promptly addressing any concerns.
- Managed daily routines efficiently, maintaining consistency in scheduling and transitions between activities for optimal learning experiences.
- Assisted teachers in implementing lesson plans, resulting in improved student comprehension and engagement.
- Contributed to the achievement of classroom goals by providing consistent support to lead teachers during instructional time.

KINDER PREP TEACHER 10/2021 to 08/2023

Bright Horizons Childcare, Los Angeles, CA

- Developed strong relationships with students, parents, and colleagues by maintaining open lines of communication and fostering a supportive learning environment.
- Supported students in developing social skills through structured activities and positive reinforcement techniques.
- Assisted in creating a safe and nurturing classroom environment that promoted emotional well-being and academic growth for all students.
- Conducted evaluations to measure performance and progress of students, providing guidance for areas requiring improvement.
- Maintained accurate records of student progress, attendance, and behavior to facilitate ongoing communication with parents about their child's educational journey.
- Managed classroom behavior effectively by establishing clear expectations, modeling appropriate conduct, and consistently enforcing established rules and consequences.

- Developed and implemented classroom routines and lesson plans to meet the student learning and needs.

PARAPROFESSIONAL 08/2016 to 10/2021

Los Angeles Leadership Academy, Los Angeles, CA

- Delivered personalized educational, behavioral, and emotional support to individual students to enable positive learning outcomes.
- Prepared reports and maintained administrative records.
- Strengthened student literacy skills through targeted reading intervention programs tailored to individual needs.
- Cleaned, organized and restocked classrooms for upcoming classes.
- Administered tests and assessments to evaluate student progress and performance.
- Fostered a positive learning environment by establishing strong rapport with students, parents, and faculty members.
- Enhanced classroom efficiency through organizing instructional materials, managing daily schedules, and preparing resources for lessons as needed.
- Supported special education teachers in implementing accommodations and modifications for students with diverse learning needs.
- Assisted classroom teacher in supervising snack time and indoor and outdoor play.

RECREATION LEADER 06/2012 to 06/2018

City Of Bell, Bell City, LA

- Cultivated positive relationships with participants, parents, and colleagues to foster a supportive recreational environment.
- Planned and evaluated recreation and athletic programs with recreation director to support community.
- Boosted community engagement by organizing special events, such as sports tournaments and cultural celebrations.
- Managed timesheets for recreation attendants, instructors and coaches to provide prompt payment.
- Ordered and maintained all recreational equipment.
- Provided technical assistance to site leader to help coordinate diverse projects.
- Tracked program spending, enrollments and attendance to produce monthly reports for program director.
- Addressed participant concerns with empathy and professionalism, resolving issues in a timely manner to maintain satisfaction levels.
- Assisted in recruitment and hiring of new recreation staff.
- Trained new staff members on department policies, procedures, and safety protocols to ensure consistent service delivery across the team.

AFTERSCHOOL PROGRAM COORDINATOR 06/2014 to 06/2017

Los Angeles All Stars, Los Angeles

- Created and enforced programming standards to maintain compliance with regulatory requirements.
- Monitored programming schedules, conformance to guidelines and quality.
- Tracked and reported expenses accurately to manage program budgets.
- Scheduled and supervised staff meetings to discuss new ideas and update participants on program details and milestones.
- Organized events and workshops to engage participants, enhancing their learning experience within the program framework.

- Developed marketing materials to promote program offerings, increasing awareness and participation rates among target audiences.

EDUCATION

East Los Angeles College, Monterey Park, CA

Early Childhood Education, Expected in 06/2025

- Certification: Associates teacher permit
- Child development units 33 + units including infant and toddler units

Bell Gardens High School, Bell Gardens, CA

High School Diploma, 06/2003