

[REDACTED]
Aurora, IL 60502
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Patricia Givand Holt

Objective To obtain a challenging opportunity that focuses on community service and Educating our youth.

Experience August 2009 to Present Aurora, IL
Teaching Assistant; Metea Valley High School
Implement strategies to reinforce learning. Assist with assessments of students
And other responsibilities as they are assigned by the supervisor. Provide one on
One instructions for students as needed.

August 2006 to May 2009 Aurora, IL
Dean's Assistant; Waubonsie Valley High School
Responsible for enforcing disciplinary action when appropriate. Assist
Administration with duties around the school to help maintain a safe and
Orderly environment.

September 2005 to Present Aurora, IL
Member; African American Heritage Advisory board
Providing a bridge between the African American community and the city
Of Aurora.

September 2005 to June 2007 Aurora, IL
PTA Executive Board Member/Helping Hands Coordinator Nancy Young
Elementary School.
Worked with the community education/crime prevention unit at the area
Police department to submit applications.
Coordinated a charitable effort to benefit Hurricane Katrina Survivors.

January 1996 to January 1997 Newark, NJ
Volunteer; Beth Israel Medical Center
Coached at-risk mothers.
Assisted mothers with care for their newborns.

January 1992 to January 1994 Syracuse, NY
Sales Representative; Nabisco
Serviced stores in a territory that spanned 80 miles.
Consulted with district and regional managers to improve efficiencies...

January 1991 to January 1992 Syracuse, NY
Program Manager; Urban League
Managed the after school program where middle and high school students
Participated in tutoring and counseling activities.

January 1987 to January 1991 Grand Rapids, MI
Store Opener and Manager; Gantos
Successfully opened multiple stores for this organization annually.
Recruited, interviewed and hired new store management and sales staff.

Education 1983-1987 University of Cincinnati Cincinnati, OH
Bachelor of Arts in Communication