

# Reyna Melendez

## Extended Day Instructional Assistant

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📍 Sacramento, CA 95818

### STRENGTHS

- 📖 **Patient Tutoring**  
Explained difficult homework concepts in smaller steps, then checked understanding until students could continue independently.
- 👥 **Calm Supervision**  
During busy classroom and playground periods, steady redirection helped students follow rules and rejoin activities.
- ♥️ **Safety Awareness**  
Routine space and equipment checks helped identify hazards early, keeping daily activities orderly and reassuring.
- 🗣️ **Family Communication**  
Shared concise behavior and homework updates with tact, protecting privacy and preserving cooperative relationships.
- 👤 **Activity Leadership**  
Crafts, games, projects, and outdoor rotations gave students clear choices, useful structure, and positive participation.

### SKILLS

Child development

Extended day programs   Tutoring

Homework support

Reading instruction

Mathematics support

Science support   Social studies

Student supervision

Positive behavior support

Attendance records

Parent communication

Classroom safety   First aid   CPR

### SUMMARY

Instructional support professional with three years of experience serving school age children in extended day programs. Provides patient homework guidance in reading, **language arts**, mathematics, science, history, and **social studies**. Leads classroom, playground, craft, project, game, snack, and transition activities for groups of up to 20 students. Maintains attendance, activity records, supplies, **bulletin boards**, parent notes, and orderly learning spaces. Uses positive reinforcement, calm redirection, child development principles, and established conduct procedures to support safe participation. Communicates clearly with families and staff during behavior or homework concerns. CPR and First Aid certified, with practical experience using school software, Microsoft Office, **audio visual equipment**, and activity materials. Ready to contribute dependable supervision, thoughtful instruction, and steady care in a school based program.

### EXPERIENCE

#### Extended Day Instructional Assistant

Riverbend Youth Enrichment 📅 August 2024 - Present 📍 Sacramento, California

Supports extended day instruction and enrichment across homework, classroom, playground, snack, transition, and **outdoor activities**. Leads groups of 10 to 20 elementary students, maintains daily records, and communicates with families while following safety, conduct, and **emergency procedures**.

- Led **homework** and enrichment rotations for 10 to 20 students, building steady participation.
- Tutored **reading, mathematics**, science, and social studies through clear explanations and checks.
- Maintained attendance, activity records, supplies, and parent notes using school software.
- Reinforced conduct expectations through positive feedback, calm redirection, and documented follow up.
- Checked spaces and equipment, addressed hazards, administered **first aid**, and followed emergencies.
- Shared concise behavior and homework updates with families while protecting student privacy.

#### After School Program Aide

Oakview Community Learning Program 📅 September 2023 - July 2024 📍 Woodland, California

Supported supervised after school programming across classroom, playground, snack, dismissal, and learning station activities. Prepared materials, guided homework practice, recorded attendance, operated equipment, and directed family questions with patience and courtesy.

- Supported classroom, playground, snack, and dismissal activities under site supervision.
- Prepared craft **materials**, learning stations, bulletin boards, and supplies before arrival.
- Reinforced homework concepts through guided reading, arithmetic practice, and age appropriate questions.
- Monitored student activities for **safety**, conduct, and **hazards** using approved procedures.
- Recorded **attendance**, operated computers and **audio visual equipment**, and completed clerical tasks.
- Escorted students, supported **snack preparation**, and routed family questions appropriately.

### PROJECTS

#### Extended Day Activity Planning 📅 2025

Created rotating homework, craft, game, project, and outdoor activity plans for school age groups. Prepared materials, supported participation, and kept transitions orderly across classroom and playground settings.

#### Student Safety and Records Support 📅 2024

Applied attendance tracking, equipment checks, positive behavior support, first aid response, and emergency procedures during daily student supervision.

LANGUAGES

|         |              |
|---------|--------------|
| English | Native       |
| Spanish | Intermediate |

MY CAREER



- Extended Day Instructional Assistant at Riverbend Youth Enrichment (2.1 Years)
- After School Program Aide at Oakview Community Learning Program (10 Months)

LEADERSHIP & AWARDS

- Recognized for dependable supervision across classroom, playground, homework, snack, and transition periods.
- Trusted with family communication, accurate attendance records, safety checks, and calm behavior redirection.
- Commended through expanded responsibilities supporting groups of up to 20 elementary students.

EDUCATION

Associate of Arts in Early Childhood Education  
Sacramento City College 🎓 GPA: 0 📅 2023 📍 Sacramento, California  
**Coursework:** Child development, classroom procedures, language development, guidance and discipline

CERTIFICATIONS

- Adult and Pediatric First Aid 📅 2026
- CPR and AED 📅 2026

TECHNICAL SKILLS

- Instructional Support:** Homework support, Reading instruction, Mathematics tutoring
- Academic Subjects:** Science, History, Social studies
- Child Development:** School age development, Early childhood education, Age appropriate learning
- Student Records:** Attendance records, Activity records, Parent notes
- Behavior Support:** Positive reinforcement, Calm redirection, Conduct procedures
- Safety Practices:** Hazard checks, Emergency procedures, Student safety
- Health Response:** First aid, CPR, AED
- Office Software:** Microsoft Office, Basic typing, Duplication
- Classroom Equipment:** Computers, Audio visual equipment, School software
- Activity Equipment:** Playground equipment, Cooking equipment, Craft supplies
- Communication:** Parent communication, Telephone inquiries, Student escort
- Program Operations:** Snack preparation, Bulletin boards, Materials preparation

PROFESSIONAL AFFILIATIONS

- Early childhood education community through Sacramento City College coursework and applied child development study.
- School age enrichment community through extended day instruction, supervised activities, and family communication.

ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST