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|     A person holding a food in a stadium  Description automatically generated |  | Casey Cereceda |
| ProfileI currently work as a SECA at the Eliza Chappell School in Chicago, IL. I’m interested in writing, literature, and music. I’ve written and performed music in a few projects and I am a published poet. I graduated with a Bachelor of Arts in English (Creative Writing) from the University of South Florida in 2020. This past August, I began pursuing a Master of Arts in Teaching from Northeastern Illinois University. I hope to apply my classroom experience and creative writing background to becoming a middle school language arts teacher. ContactPHONE:(772)301-2893WEBSITE:<https://www.linkedin.com/in/casey-cereceda-210a16152/><https://chicagoreader.com/author/casey-cereceda/> EMAIL:ccereceda4411@gmail.com (personal)ccereceda@cps.edu (work)Hobbies/VocationsReadingWritingPerforming/Recording MusicRunningPlaying Basketball |  | EDUCATIONJupiter High School2013 – 2017University of South Florida (BA)2017 – 2020College of Arts & Sciences**Northeastern Illinois University (MAT)**2024-Present **Projected Graduation Date –** December 2026WORK EXPERIENCE**Chicago Public Schools – Special Education Classroom Assistant at Chappell Elementary**August 2024 – Present* I directly support a 4th grade student throughout their school day to help them stay focused, productive, and motivated. A typical day involves one on one assistance with classwork, reflective conversations with student on behavior, organization, and time management, and collaborative conversations with teachers and the school counselor to best accommodate the student socially and academically.

**Featured Poet and Curator in Collaboration with the Chicago Reader (Freelance)** September 2024 – November 2024* Four of my poems were featured in the Chicago Reader’s Poetry Corner every Thursday running from September 12th – October 10th 2024. Poems were inspired by my childhood in South Florida; growing up in Jupiter, FL and visiting family in Miami.
* In addition to contributing my own poems to the publication, I was also asked to curate work from five additional poets for the weeks following my work.

<https://chicagoreader.com/author/casey-cereceda/>**Chicago Public Schools – Teacher Assistant at Chappell Elementary** August 2023 – June 2024* Assisted 4th grade teacher from August to October of 2023 with preparing classroom materials, assisting students with their work, and communicating student needs to the teacher while the classroom was over capacity.
* Expanded my availability to all of 4th grade once classes were divided into three and class sizes were evened out. Floated between classrooms and assisted teachers with material preparation and student assistance.
* Moved to 5th grade class in November of 2023 to assist students with specific needs. I focused on a few students that struggled to stay on task and were often disruptive. I checked in with them to have reflective conversations about behavior and classroom expectations. I was available to the whole class to assist with work and communicate student needs to the teacher.
* Lead small groups to work on creative writing.
* Lead a poetry workshop with all 4th grade classes. Presented about the history and form of haiku poetry, helped students write their own haikus and gave feedback. Haikus were submitted to city-wide haiku festival.

**YMCA of Metropolitan Chicago (Irving Park)** – **Summer Day Camp Counselor**June 2023 – August 2023 (Seasonal)* Arrived for opening shift to supervise and interact with early-arrival campers of all age groups.
* Assisted unit leader in supervising campers, taking attendance, maintaining a headcount, and running activities with campers.
* Assisted lifeguards and unit leader to supervise campers in the swimming pool on swim days.
* In charge of a smaller group of campers on field trip days.

**Latin School of Chicago – Substitute Teacher**April 2023 – June 2023* Picked up shifts for Teachers in the Middle School and Upper School.
* Checked in with Middle School (Grades 5-8) and Upper School (Grades 9-12) teachers to go over lesson plans before running their classes.

**Swing Education – Substitute Teacher (Chicago, IL)**March 2023 – June 2023* Picked up shifts for teachers and assistant teachers primarily in middle and high schools that belong to local charter networks (CICS Irving Park, Noble Academy, UIC College Prep, etc.)
* Assisted teachers in middle and high Schools with executing their lesson plans and keeping students on task.
* Checked in with students on what they were working on
* Walked students to and from Lunch.

**Catherine Cook School – Substitute Teacher (Chicago, IL)**February 2023 – June 2023* Picked up shifts for teachers and assistant teachers in Early Childhood, Lower School and Middle School (half and full days).
* Assisted teachers in the Lower School (Grades 1-4) with executing their lesson plans and keeping students on task.
* Checked in with Lower School Students on what they were working on and/or reading.
* Worked with lower school students in small groups.
* Checked in with Middle School (Grades 5-8) teachers to go over lesson plans before running their classes.
* Walked students to and from lunch, recess, specials, and assemblies.
* Occasionally responsible for lunch duty; supervising students in the cafeteria to monitor that their behavior is acceptable and safe, specially those identified to have food allergies.
* Occasionally responsible for recess duty; supervising students at recess to monitor that their behavior is acceptable and safe.

**Barnes and Noble – Bookseller (Jensen Beach, FL - Chicago, IL)**November 2020 – November 2022* Assisted customers in finding their desired titles/products.
* Checked availability of specific titles through the Bookmaster search engine and processed orders for customers when titles were not available in store.
* Answered the phone to assist customers with questions about store hours, promotions, and book availability.
* Separated customer orders for in-store pick up and called each customer to notify that their order was ready.
* Answered the phone to assist employees at other Barnes & Noble stores calling to ask us about book availability at our location and initiated similar calls to other stores.
* Kept shelves presentable and organized by facing out popular or recommended titles, filling empty spaces, and putting books/products back in their proper section.
* Shelved titles by author’s last name with exception to certain sections (i.e. Manga, Children’s Chapter Books, etc.) that were alphabetized by title.
* Offered recommendations to customers based on their interests, favorite genres, and authors, and connected them with coworkers of expertise in other sections.
* Packaged online orders for shipment.
* Received daily shipments from UPS and Demar; unboxed and organized all received merchandise for shelving.
* Separated all received titles reserved for school, institutional, or company orders, and packaged each order for shipment upon the fulfillment of the order’s full quantity.
* Shelved Vinyl, CD’s, and DVD’s and arranged promotional displays in the music department.
* Briefly trained in the café to be able to cover breaks for baristas.

**Publix Supermarket (Jupiter – Tampa, FL)**April 2016 – April 2018* Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.
* Responded to all customer inquiries thoroughly and professionally.
* Bagged groceries for customers in a quick and efficient manner.
* Offered assistance to help each customer to their car to load their groceries.
* Managed a variety of maintenance chores (i.e. mopping, cleaning registers, clearing the parking lot of shopping carts, etc.)

Skills/Certifications-Proficient Writer-Cooperative Team Member-Experienced in customer service and education-Adapts well to new work environments-Can understand and speak Spanish at a moderate level; continuing to learn-Communicating big ideas in simpler terms-Illinois Substitute Teaching License (Cook County) valid through 2028-Paraprofessional Educator Endorsement valid through 2029-Projected to complete my MAT and get my Illinois Professional Educator License in 2026  |
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