

Chantrelle Mary Igbokwe



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Objective

To obtain a position as a professional special education educator that will utilize my dedication and passion for my student's educational needs, and development which encourages engagement, representation and expression that facilitates creativity and higher-order thinking in ways that increases student performance and development.

Education

MASTER OF EDUCATION | MAY 2019 – JUN 2021 | GRAND CANYON UNIVERSITY

- Major: Special Education

BACHELOR OF BUSINESS ADMINISTRATION | JUN 2001 – MAY 2004 | UNIVERSITY OF MADRAS

- Major: English
- Minor: Communication

Academic Achievement

4:0 GPA (Bachelors & Masters).

Member of Alpha Chi National College Honor Society (GCU Honors College).

Certification

CPR Certified

Safety and Food Handling Certified

STEAM Curriculum Certified

Experience

STUDENT TEACHER | MISSION WEST ELEMENTARY SCHOOL | JAN 2021 – MAY 2021

❖ Internship

- Independently developing lesson plans and instructional hands-on materials for core related academic subjects.
- Created and developed innovative approaches for technology integration.
- Differentiate activities and goals to meet each student's individual needs and abilities.
- Teaching and instructing all core related academic subjects for 1st, 2nd, 3rd, 4th and 5th grade special needs students.
- Helping special needs students achieve success via functional and life-skills teaching.
- Implying appropriate modifications and accommodations to meet the students' needs.

LEAD PRE-K TEACHER | CHILDREN'S LEARNING ADVENTURE | JAN 2018 – DEC 2019

- Managed a safe and structure classroom in the areas of teaching, assessment, and behavior modification.
- Strengthen student's gross and fine motor skills through various activities.
- Developed curriculum that encouraged learning letters, alphabet, numbers, colors and shapes through daily lesson plan.
- Followed curriculum lessons plans that stimulated and promoted active learning
- Designed an appropriate room and arrangement to support the goals and developmental level of children in the classroom.
- Taught children from families from diverse races, religions, cultures, sexual orientations, abilities and economic backgrounds.
- Evaluated each student's progress and adjusted strategies and interventions accordingly.
- Implemented a positive discipline plan which promoted responsibility and student accountability.
- Assisted speech, occupational, and behavioral therapist in developing I.E.P plans for children with development delays and special needs.
- Guided children in their daily routine including circle time, center and group activities.
- Communicated with parents and families through parent and teacher conferences on child strengths and areas of growth.

GROUND STAFF HR SUPERVISOR | HALLMARK AVIATION SERVICES | JAN 2016 – DEC 2017

- Maintained ongoing communications with perspective candidates.
- Implemented efficient recruitment procedures.
- Ensure company policies, airport ordinances and programs are implemented.
- Coordinated with airlines hiring managers to identify staffing needs.
- Developed customized candidate screening lists.
- Ensure the highest standard of customer service is provided to international flights airline customers.

TALENT ACQUISITION MANAGER | TOTAL OUTSOURCE | JAN 2014 – OCT 2015

- Managed recruitment procedures, policy and implemented steps for screening candidates.
- Used applicant tracking system to track candidate activities.
- Established productive professional relationships with desirable candidates.
- Implemented effective human resources procedures.
- Coordinated with management to determining hiring requirements.
- Assisted in finding candidates based on available position requirements.

CAMPUS RECRUITER | GRANT THORNTON LLP | FEB 2011 – DEC 2013

- Preparing the project plan for the campus recruitment for the year.
- Preparing the recruitment calendar, confirming it with the campuses and share it with all the stakeholders.
- Ensure that the campus hiring is done according to the project plan and the required numbers are hired from the campus.
- Manage and coordinate interviews between Candidates and Hiring Managers.

- Manage and coordinate all communication with candidates throughout the Recruitment, Selection and Hiring Cycle.
- Ensure all proper paperwork and documentation is completed for all college candidates throughout the recruitment process.

TALENT ACQUISITION MANAGER | PLANMAN HR | JAN 2005 – JAN 2011

- Established and developed talent acquisition strategies with the help of social networking sites.
- Researched potential candidates and scheduled meetings with desirable candidates.
- Reviewed candidate skills, education and salary expectations.
- Scheduled interviews and tracked successful placements.
- Reviewed applications and resume of perspective hires.
- Documented recruiting details and interview results.

LEAD PROGRAM COORINDATOR | DON BOSCO HIGHER SECONDARY SCHOOL | FEB 2000 – DEC 2004

- Worked with children of all ages, but mainly focused on Pre-K and elementary students. I started off as an assistant to the primary teacher and worked my way up to Lead Program Coordinator, organizing their curriculum, meals, after school activities, recruitment of new students, and administrative duties.

Additional Skills

Teaching

- Classroom Management
- Creative and Innovative Lesson Planning
- Critical and Imaginative Thinking
- Experiential Learning
- Technological skills
- Learner Assessment
- Alternative Curriculum Development
- Skilled in Teaching Functional and Life Skills to Special Education Students

Human Resource

- Full Cycle Recruitment & Development
- Quality & Performance Management
- Creating HR Policies, Processes & Procedures
- Compensation Administration
- Leadership Coaching & Counseling
- Employee Relations
- Attrition Management

Personal Information

Nationally

- Indian

Marital Status

- Married

Permeant Residence

- United State of America

Languages

- Fluent in speaking and writing English, Tamil, Hindi

Hobbies

- Fitness, traveling, cooking, watching foreign films, fashion and wine tasting