

# Maria Kessen

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Senior Art student with strong organizational, interpersonal and creative skills seeking a position in a company which can best utilize these skills.

## Education

### Bachelor of Science Degree in Art

Northern Illinois University

DeKalb, IL May 2020

### Bachelor of Arts Degree in Psychology

Northern Illinois University

DeKalb, IL May 1993

### Associate Degree in Psychology

Palm Beach Junior College

West Palm Beach, FL December 1989

## Professional Experience

Creston Community Consolidated School District #161

202 West South St., Creston, IL September 2002-August 2019

### Technology Aide -January 2015 to August 2019

- Ensured all technology and related equipment in the school was working properly, and arranged for needed Level 2 maintenance and technical support
- Assisted teachers, staff and students with utilization of available hardware and software
- Created lesson plans and taught technology to Kindergarten through 5<sup>th</sup> grade students
- Voluntarily collaborated with the Director of Education in the creation and implementation of a Coding Club for 100 students

### Librarian-August 2003 to January 2015

- Oversaw daily Library functions
- Arranged and implemented transition of Library to digital format
- Planned and taught weekly Library Interventions to 97 students
- Updated the school's yearbook to a digital format

### Creston School Substitute Teacher-August 2003 to August 2019

## Related Experience

Family Service Agency

1325 Sycamore Rd., DeKalb, IL February 2020-present

### Volunteer to teach painting classes to over twelve senior citizens weekly

## Skills

Substitute teaching license held since 2002

Experienced and proficient in Google Apps for Education Suite

Website creation in WordPress

Experienced and proficient in Microsoft Office Suite

Website creation in Google Sites

Customer service skills