

Serge Stiven Jr.

11209 NW 45th Street ♦ Coral Springs FL 33065 ♦ sstivenjr@gmail.edu ♦ (954)-204-8494

EDUCATION:

Bachelor of Arts in English Summer 2012

Florida Atlantic University, Boca Raton, FL 33431

Concentration in American Literature

WORK EXPERIENCE:

Broward County School Board, Broward County

English Language Arts (ELA) Instructor (November 2023 to Present)

- Constructs daily lesson plans in accordance with state and county wide curriculum standards and expectations
- Administers assessments to account for student progress and inform future instruction
- Modifies delivery, tone, and word usage to ensure that instruction suits individual student learning style
- Collaborates with various stakeholders (parents, teachers, administrative faculty) to achieve holistic scholastic success in students
- Guides students to the comprehension and application of knowledge in various areas of study in the domain of ELA (logical reasoning, literary analysis, writing composition)
- Builds and maintains rapport with students and staff via positive acknowledgement and a zero tolerance stance on a lack of civility of any kind

Broward County School Board, Broward County

Substitute Teacher (August 2016 to Present)

- Executes the plans the absent teacher left for that day
- Helps students with issues they have with their school work
- Takes disciplinary action when students misbehave
- Communicates with the Substitute Coordinator to uphold policies specific to the school and the school district

Broward College, Fort Lauderdale, FL

Tutor (September 2013 to August 2016)

- Made both global and local recommendations to writing assignments according to the assignment prompt.
- Solved issues of grammar and unclear sentence structure with the addition of an explanation.
- Guided students uncertain of their writing assignment's direction through pointed questioning and the provision of examples.

Independent Work, Coral Springs, FL

Editor (August 2006-Present)

- Helped organize the ideas to be developed in a piece of writing
- Amended grammatical errors in a piece of writing
- Aided people in the clear expression and adequate development of their ideas

The Vitamin Shoppe, Coral Springs, FL

Associate at the Vitamin Shoppe (August 2007-June 2009)

- Explained the effects of products to inquiring customers
- Made individual orders for customers when a desired product was not in-store
- Carried out custodial duties like sweeping and emptying out the trash

Boston Market, Coral Springs, FL

Server/Crewmember at Boston Market (November 2005- March 2006)

- Greeted customers upon their entrance and designed their plates of food
- Prepared the meals of customers who requested their orders via telephone
- Ensured that the store's working and dining environment were in adherence with company hygiene standards

SKILLS:

Computer: Microsoft Word, Excel, PowerPoint, Adobe Reader

Foreign Language: Haitian Creole (Fluent), French (Basic)

Writer: Experience in writing research papers in adherence to MLA format

Teaching: Official Statement of Status of Eligibility to teach in Broward County Public High Schools