

Alana Polanco

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Education

Hunter College, City University of New York

Master of Science in Education,
Childhood Education and Deaf and Hard of Hearing Education, degree awarded June 2023

Hunter College, City University of New York

Bachelor of Arts in Early Childhood Education and Sociology, degree awarded January 2020
Dean's List: Fall 2016 and Spring 2017

LaGuardia Community College, City University of New York

Associate of Arts in Liberal Arts: Social Science and Humanities: Deaf Studies, degree awarded June 2016

Certifications

- New Jersey Certificate of Eligibility with Advanced Standing
Deaf and Hard of Hearing: Oral/Aural Communication, anticipated September 2023
Deaf and Hard of Hearing: Sign Language Communication, anticipated September 2023
- New York State Initial Teaching Certification,
Special Education: Deaf and Hard of Hearing Education, issued July 7, 2023
- New York State Initial Teaching Certification,
Childhood Education, anticipated September 2023
- New York State Initial Teaching Certification,
Early Childhood Education Birth-2nd grade, anticipated September 2023

Teaching Experience

Student Teacher at St. Joseph's School for the Deaf at 1000 Hutchinson River Pkwy Jan. 2023 – May.2023

- A 60-day graduate program requirement to complete student teaching practicum Monday-Friday
- Placed in a combined 6th, 7th and 8th grade classroom.
- Work closely with cooperating teacher, collaborate on lesson plans and receive feedback from my teaching.
- Instruct students and learn to adapt, modify, accommodate lessons to their learning needs and strengths.

Paraprofessional at NYCDOE District 2 Pre-K Center on 252 E 57th St. Feb. 2020 – Present

- Guiding and assisting students in small group and whole class instruction settings
- Support students with class routines and in transitioning from one activity to the next
- Teaching daily living skills to encourage independence in eating, dressing and toileting

Student Teacher at NYCDOE District 2 Pre-K Center on 1683 3rd Ave. Sept. 2019- Dec.2019

- Completed fifteen-week student teaching placement in Pre-K classroom by Hunter College
- Created and taught lesson plans on different content areas while respecting the creative curriculum
- Collected data and worked with teacher on developing lessons to differentiate and support each student needs

College Assistant at CUNY LaGuardia Community College Jan. 2016 – Aug. 2016

- Language lab instructor for American Sign Language in where I led the lab portion of ASL 1 and ASL 2
- Assist students with individual tutoring hours in the Education and Language Acquisition Department

Experience

Assistant Manager of Student Resource Center at CUNY Hunter College

Aug. 2018– June 2020

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- Utilize leadership skills to educate, motivate, and train staff to service the students' needs
- Coordinate staff and ensure efficient workflow
- Supervise and assist club members in reserving SRC rooms for events

Supervisor of Student Resource Center at CUNY Hunter College

June 2017- Aug. 2018

- Maintain accountability for staff and lab equipment.
- Ensure staff punctuality and communicate closely and cooperate with faculty to address their needs.
- Assist in assuring compliance with the college's acceptable use of the lab setting.

Front Desk Receptionist of Student Resource Center at CUNY Hunter College

Feb. 2017- June 2017

- Using Microsoft Suite, Pharos and other relevant programs
- Maintaining order, cleanliness and respectful environment in the lab
- Assisting students and helping them with any computer, web browsing or CUNY website inquires

Technical Support Assistant at CUNY LaGuardia Community College

Jan. 2015 – July 2015

- Assisted LaGuardia Community College students who had trouble with their Blackboard and CUNY accounts.
- Dealt with password/account reset, multiple accounts in existence or students who are new users and needed a tour.

Skills

- Strong organizational skills, ability to multitask effectively, fluent trilingual: English, Spanish, and American Sign Language, computer skills, proficiency in Microsoft Suite, SPSS

Volunteer

American Sign Language Club Treasurer

March 2016 – June 2016

- Responsible for the management of funds and events for this club at LaGuardia Community College.

ASL Interpreter Internship at 47 ASL and English Secondary High School

Jan. 2016 – March 2016

- In classes with a group of Deaf students to build my receptive, interpretation skills and taking part in the Deaf community.