

Cynthia Stone

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ACCOMPLISHMENTS

- Dynamic trainer and engaging speaker with national and international audiences.
- Helped survivors in New Orleans post-Hurricane Katrina by gutting homes and assisting them in the maintenance of basic necessities.
- Created a stress reduction workshop for children with mental health issues in conjunction with a renowned yoga instructor, still in existence today.
- Helped organize and execute a nation-wide education program taken to schools and camps for youths ages 6 and up on helping people of limited means, both locally and abroad.
- Conducted leadership training seminars for the Leos Club in Guyana.
- Taught alternative child rearing methods to mothers in Guyana in conjunction with a psychiatrist.
- Facilitated a harm-reduction workshop for teens in Guyana to reduce the incidence of HIV/AIDS in the community.
- Worked in conjunction with law enforcement to increase safety for residents.
- Taught literacy to children ages 6 and up in Bartica, Guyana and neighbouring river communities.

EXPERIENCE

'Extra' work, B-Cast Agency

March 2009-Present

'Being Erica', 'Scott Pilgrim vs. The World', 'Happy Town', 'Degrassi', 'Warehouse 13', etc.

Administrative Assistant, CNA Insurance

February 2010 – Present

- Review claims to ensure coverage and compliance with policy guidelines and regulations.
- Communicate with other professionals in the field to verify procedural and diagnostic codes; investigate and resolve claims discrepancies.
- Applications software application: CCIS, DMS-Users, Senator

Social Service Work Instructor, Medix School

September 2009-December 2009

- Designed teaching and evaluation methods that supported the achievement of course learning outcomes
- Respected and accommodated the different learning styles of students
- Incorporated a variety of teaching and learning strategies into the course delivery designed to meet the needs of the learners
- Appreciated and accommodated diversity in all its forms
- Engaged and motivated learners in active and collaborative learning
- Actively encouraged learners to solve problems, answer questions, discuss, explain or brainstorm
- Engaged learners in team work designed to ensure positive collaboration and individual accountability
- Incorporated effective assessment strategies
- Provided timely feedback on progressive mastery of course content
- Implemented appropriate assessment strategies to determine the learner's ability to achieve the stated course learning outcomes
- Used technology in teaching and learning
- Guided learners to relevant online resources
- Enhanced communication between the learner and the professor as well as between learners
- Sought solutions to professional challenges such as classroom management issues, teaching