
LAURA TAYLOR

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403-467-6390

EDUCATION

MA – McGill University

2021 – Present

Teaching and Learning
Specialization in Social Sciences

BA – Concordia University

2017 – 2021

Specialization in English and
History

AVAILABILITIES

Day 1: p4 and p7

Day 2: p5 and p6

Day 3: p5 and p7

Day 4: p3 and p5

Day 5: p2 and p5

Day 6: p3, p4, and p5

EXPERIENCE

STUDENT TEACHER – LCCHS

January 2022 – Present

ADMINISTRATIVE ASSISTANT – CSU ADVOCACY CENTRE

November 2018 – December 2021

Responsibilities include overseeing the day-to-day operations of the office, training the student advocates, creating office procedures for improved office efficiency. Maintaining and checking the quality of the office's files to adhere to the strict confidentiality policy.

PRESCHOOL PROGRAM INSTRUCTOR – VIVO

October 2016 – June 2018

Responsibilities included creating an eight-week lesson plan, teaching the lesson plan and engaging with the parents to establish their children's development as the weeks progressed.

CHILD MINDING ATTENDANT – VIVO

March 2016 – June 2018

Responsibilities included supervising and planning activities for children ages three months to nine years in age.

GUEST SERVICES REPRESENTATIVE – VIVO

February 2016 – June 2018

Maintained the accounts of all Vivo customers, and helped with any customer needs. Dealt with customer concerns and upheld a high level of professionalism to ensure the best possible customer service.