

Kevin Hubbard

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EMPLOYMENT

The Learning Academy

Washington, DC

Director

- Developed the current curriculum that is used for daily instruction.
- Instruct pupils in the academic areas of science, social studies, arithmetic, English, health and physical education.
- Supervise and work with students in after school educational programs as well as extra curricula athletic programs.
- Supervise teachers and teachers' aide, in addition to operating the Center. A part of my responsibility requires teaching kindergarten through third grade. Interview prospective parents and employees. Represent the Center at early childhood programs, workshops and meetings.
- Participate and plan in community activities to keep abreast of community concerns pertaining to children in the community
- Organize and plan recreation activities and assists with special events e.g. example teen community services.
- Overseeing administration of training registration, records, schedule and facilities

Montgomery County Department of Recreation

Silver Spring, MD

Recreation Assistant

- Assists Recreation Specialist in providing information and training workshops for sport officials and coaches.
- Distributes sport equipment.
- Officiated youth flag football, baseball, and basketball league games.
- Direct the extended summer day camp at Fairland Recreation Center.

Border's Bookstore

Bowie, MD

Bookseller

- Responsible for taking inventory, alphabetizing and stocking selections of books.
- Located and tracked books for customers.
- Planned promotions such as summer youth reading programs, book talks. Conducted appreciation programs for teacher and health care workers.

Red Coat Security

Arlington, VA

Security Officer

- Inspected the premises for security breaches.
- Monitored visitors on the premises to ensure that proper security procedures were maintained.
- Evaluated current security procedures for improvement or change.
- Updated and maintained security logs daily.

EDUCATION

1995 – 2002	University of District of Columbia Early Childhood Education	Washington, DC
1993 - 1995	Towson University	Towson, MD
1990 – 1993	Fork Union Military Academy	Fork Union, VA

PROFESSIONAL MEMBERSHIP/ EXTRA CURRICULAR ACTIVITIES

Service Learning Institute

Idealist.org

Pre K now

Joy of Sport Foundation

Soccer on the Hill

Basketball on the Hill

CERTIFICATION /WORKSHOP TRAINING

CPR/AED for the Professional Rescuer
American Red Cross

Advanced Food Certification
Health DC Government

ADDITIONAL SKILLS

Microsoft Office (Word, Excel, & PowerPoint)