

## OBJECTIVE

Experienced educator seeking to further utilize extensive training, skill, and experience in the education field.

## SKILLS

- Nearly two decades of educator experience
- CPR/First Aid Certified
- Fluent in English, Albanian, and Italian, & elementary proficiency in Spanish
- Recognized for comprehensive lesson plans and immersive creative projects

## EXPERIENCE

### SOMERVILLE COMMUNITY CORPORATION

Somerville, MA  
September 2016 –  
Present

### COMMUNITY ACTION AGENCY OF SOMERVILLE

Somerville, MA  
September 2016 –  
Present

### THE LEARNING CIRCLE

Somerville, MA  
June 2016-  
September 2016

### SUNRISE LEARNING ACADEMY

Cambridge, MA  
February 2014-  
September 2014

### SHABAN HOXHA HIGH SCHOOL

Korce, Albania  
September 2006-  
December 2013

### POTKOZHAN ELEMENTARY SCHOOL

Pogradec, Albania  
September 2000-  
September 2005

### BOARD OF DIRECTORS

- Recognizes and advocates for supportive programming within the City of Somerville.
- Successfully integrates prepared statistics, community member and stakeholder input, in order to make substantial funding and operational decisions.

### HEAD START PROGRAM EDUCATOR

- Creates and implements age appropriate programs and interventions
- Engages and assess children's growth and development and effectively integrates and responds to both child and parent's evolving needs.
- Ensures maintenance of a consistent schedule for children including small and large group experiences ranging from large and small motor activities to skill development to meal times.
- Consistently maintains and promotes excellence in service through communicative and honest relationships with fellow staff, children, and families.

### TEACHER ASSISTANT

- Assessed children, documented behavior of children, and collaborated with fellow staff and with parents to develop appropriate learning objectives
- Assisted in maintenance of a developmentally appropriate classroom environment, including organization of space and material storage
- Engaged children, fellow staff, and community members with respect, courtesy, and cultural competence.

### TEACHER ASSISTANT

- Employed a variety of materials for Toddlers to explore and manipulate in learning activities and imaginative play.
- Offered detailed reports to parents that outlined each child's activities, behaviors or concerning issues.
- Accurately maintained daily record of activities, behaviors, meals and naps.

### LITERATURE TEACHER

- Effectively educated world literature to high school students.
- Prepared monthly lesson plans in compliance with the Board of Education.
- Interacted with parents, students, and other professors in order to best meet student needs and assist the students with any questions or problems they had.

### ELEMENTARY SCHOOL TEACHER

- Taught Mathematics as well as Albanian language to elementary school students.
- Guided students with any science projects and encouraged them to use other educational sources and books.
- Checked and developed the student's individual work in order to understand the student level and worked closely with the student to reach the desired goal.
- Instructor of the school painting and drawing programs.

**Silvana Dinka**



9/13/2018

Ben Somer  
Economic Development Specialist  
City of Somerville

Application for Jobs Creation and Retention Trust Board of Trustees

1-Identify which category of public seat you are applying for and describe your interest in participating on this Board.

I am applying for the Jobs Creation and Retention Board of Trustees as a Somerville Resident. As a board member for the Somerville Community Corporation (SCC), and as an employee with the Somerville Public Schools, I am committed and dedicated to this city and am eager to make a difference in Somerville. I feel I am uniquely positioned to contribute to this board because of my experiences within the city and as an immigrant from Albania. I hope to be a part of a growing workforce in Somerville that explores creative job opportunities that allows more and more people to work within the city and be satisfied and able to remain within the city.

2-What has been your interaction with the workforce development system?

Initially, I was a job seeker and made contact with the First Source Jobs Program that connected me with wonderful persons and opportunities. As I became more and more engaged with my community and its host of organizations, I became a Board Member with Somerville Community Corporation and sought numerous volunteer opportunities to give back.

3-Have you served on a nonprofit board or governmental advisory committee in the past or currently? If, so what is one lesson would you take from that experience to the Job Creation and Retention Trust Board of Trustees?

I am currently on the board of SCC and have been for nearly the past two years. The experience I have had is a wonderful one. I am happy to be a part of a team of advocates that dare to do what is right for Somerville even when it is not easy.

4-What do you believe is the biggest threat facing the regional labor market in the next 10 years?

In the next ten years, I believe there will be more and more competition for creative employment opportunities and a bigger need to create them. I believe that job satisfaction is becoming a more and more important thing. We are recognizing that we need to have an intrinsic sense of purpose to do our jobs well. We also need to identify, anticipate and make responses to barriers for workers.

5-What do you believe is the most urgent issue facing the job seekers or employers today that the Job Creation and Retention Trust could address?

More creative job training opportunities. Trainings often occur for healthcare positions but a higher skilled worker without a high debt is what is needed in this market. In Somerville, there are a high number of low-income workers that are needing to look towards relocating because they do not have the positions that will afford them to stay. I understand it, and want to advocate further for these workers.

Sincerely,

Silvana Dinka