

KARLY O'NEILL

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I am a determined, well organized multitasking mom of three, looking to fulfill my passion for teaching and children by obtaining a career as an elementary school teacher.

EXPERIENCE

Volunteering

- I volunteered weekly in a grade 1 classroom at Langley Fundamental during which time I would sit one on one, or in small groups with students to provide them with extra help for reading, writing or math. I took time to learn from the teacher and watch her engage with her students in a classroom environment. I participated in reading aloud to the class, working on assignments they needed to catch up on as well as marking spelling tests. I was given the opportunity to be an outside supervisor during recess and lunch. I helped to photocopy and put together workbooks, art projects and organize bulletin boards to showcase the student's work. I worked closely with student's who needed extra help to focus and understand their assignments.
- Various hours volunteering in multiple classrooms between kindergarten to grade 4 working directly with students on reading, math, spelling, and art projects in a classroom environment. Organize and prepare student's artwork, projects and compile them into a personalized scrapbook.
- Organize, manage, and participate in coaching my children's various sports activities, including Langley Little League Baseball, Langley United Soccer Association and Langley Fastball Association.
- Class parent for multiple years, communicating with parents and teachers, organizing class parties and special events in the classroom as well as helping the teachers with tasks such as photocopying and organizing student's work.
- Monthly hands-on in class participation for my children's pre-school activities as well as participating in field trips and learning adventures.
- Participate in school Parent Advisory Council meetings, fundraising, school hot lunch organization and delivery as well as volunteer to help set up special school events throughout the year.
- Work daily with my own three children on their reading, writing, math, and other school assignments, while multitasking to get them to their extracurricular activities.
- I have been a stay-at-home mom for nine years and thrive on embracing the business of homelife, school life, my children's extracurricular activities, working part time and enjoying family adventures.

2014 – Present Boyd Jahani, Donald A. Boyd

Position held: Part-time Family Law Legal Administrative Assistant and Bookkeeper

Duties:

- Commutating effectively with clients, both in person and by written correspondence, scheduling appointments, maintaining, and organizing reminder system and coordinate schedules in an efficient and organized manner
- Reading, writing and transcribing correspondence and court documents

- Work independently in many high-pressure situations
- Provide emotional support for various client's and their family members
- Multitasking to completing my important tasks on time

QUALIFICATIONS AND SKILLS

- Have a passion for working with children and understanding their emotions and individual needs
- Thrive on being positive and encouraging to others while showing care and concern
- Extremely organized and have excellent attention to details
- Work very well with others in a team environment
- I am a quick learner who can take directions while striving to provide my best work
- Encourage the opportunity for responsibility, new challenges and seeing them through
- Very efficient in time management and diversity.
- Extremely efficient at multitasking, communicating, listening, reading and write effectively
- Exceptional problem-solving skills with the ability to make and implement decisions.
- Thrive on making goals, and seeing them through to the end
- Emotional intelligence within myself and others
- Very proficient in Word, Excel and PowerPoint

EDUCATION

2001– 2006

Grade 12 completion, Honour Roll student, D.W. Poppy Secondary School, Langley, BC.

2006 – 2008

University of the Fraser Valley

2008 – 2009

Certificate in Legal Administrative Studies, Kwantlen Polytechnic University

2020 – 2024

Bachelor of Art's Degree, University of the Fraser Valley

REFERENCES

Corrina Leonard – Grade 1 Teacher at Langley Fundamental Elementary School – [Cleopard@sd35.bc.ca](mailto:Cleonard@sd35.bc.ca)

Tessa Penner – Grade 2 Teacher at Langley Fundamental Elementary School – TePenner@sd35.bc.ca

Donald Boyd , Lawyer - Current Employer - db@boydjahani.com