

# Brian Wilgus

811 Maplecrest Drive  
Troy, OH 45373  
(937) 339-8117

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**Objective:** A challenging energy driven position with a company that will allow me advance and grow, as well as use my skills, education and experiences to serve others and help them achieve all that they are able.

**Qualifications:**

- 7+ years in Public Education
- Proficient in Microsoft Word and data entry
- Quality verbal and written communication skills
- Conflict resolution and anger management education
- Extremely community oriented
- Energetic, enthusiastic, and eager to succeed

**Experience:** Fairborn City Schools Fairborn, OH  
**Teaching Assistant**

- Assist teacher with daily functions and activities of the classroom
- Work one on one and in groups with students who have special needs and handicaps.

IDCAST Dayton, OH  
**General Labor**

Springfield City Schools Springfield, OH  
**Teaching Assistant**

- Assist teacher with daily functions and activities of the classroom
- Work one on one and in groups with students who have special needs and handicaps.

Dayton Sports Service/Dayton Dragons Dayton, OH  
**Concessionaire/Food Vender**

- Sold food products
- Handled large sums of money, was responsible for making change
- Provided quality customer service

Dayton Public Schools Dayton, OH  
**Teacher's Assistant Paraprofessional**

- Assisted with special needs and handicaped students both in groups and one on one
- Attended staff meetings, seminars, and training sessions

Miami County Educational Services Troy, OH  
**Intervention Specialist**

- Modified tests according to individual Individualized Education Plan (IEP) goals
- Conducted Brigance testing
- Assisted students with assignments and reading comprehension
- Attended student IEP meetings

Terebinski Funeral Home

Tipp City, OH

**Funeral Home/Office Assistant**

- Assisted Director with visitations and funerals
- Oversaw operations in the Director's absence
- Entered client records into computerized system
- Performed banking functions including data entry and deposit preparation
- Accounts payable and accounts receivable duties
- Set appointments for sales staff
- Handled incoming calls

**Education:**

Edison State College

Piqua, OH

**Associates Degree in Human Services Technology**

Upper Valley JVS

Piqua, OH

**Business and Office Procedures Courses**

**Certifications:**

**State of Ohio Teacher's Aide Permit**  
**Anger Management and Aggression Certificate**  
**Meet "No Child Left Behind Act" requirements**  
**CPR Certified**  
**First Aid Certified**  
**Communicable Disease Certified**

**Memberships:**

- Organizing Committee 2007 Miami County Bi Centennial Celebration
- Volunteer for The Troy Museum of History
- Organizing Committee for Troy Strawberry Festival
- Troy Strawberry Festival Community Choir
- Board Member of Piqua Players Community Theater
- West Milton Players Community Theater, former President
- Past Board Member for the American Cancer Society, coordinating special events fundraising

**References:**

Available upon request