

Brian Wilgus

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

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 handicapped 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