

Julia Da Silva-Beharry, M.Ed.
5439 Macbeth Street
Hyattsville, MD 20784
Phone: 240-764-7042 (Home); 301-503-5763 (Cell)
Email: juliadasilva@yahoo.com

April 18, 2016

To Whom It May Concern:

I am an analyst with considerable experience in marketing and advertising, human resources, teaching and training, managing innovative social services programs, building institutional systems and strengthening private/ public services and non-government organizations across the Caribbean and United States of America. I am currently pursuing a second Master degree in Distance Education and E-Learning at University of Maryland University College (UMUC), in addition to holding a Master of Education in Instructional Technology from the same institution. Therefore, I am pleased to have this opportunity to apply for a position in your organization that is suitable to my academic qualifications, professional experiences, and areas of expertise.

Over the past sixteen years I have displayed unique training and marketing skills with innovative strategies as I engaged in several state-of-the-art technologies, which required my skills in networking with international and local organizations, soliciting business entities, corporations, partnership and entrepreneurs. I have also conducted training and teaching sessions in areas such as information technology, excellent customer care, and other areas with the corporate body that enable their leadership sustainability.

Highlights of my experience are broad and varied since they foster a culture that values and promotes diversity, teamwork, flexibility, and innovation. My work ethic displays my capacity for thinking outside of the box beyond training and research. Communication is constantly related to real life experiences and where this does not exist, I use my creative and interpersonal skills to make abstract concepts come to life. As a competent professional, I am always looking for new opportunities to improve my professional skills by exploring various ways to remain relevant with marketing research, education instruction and technology. If employed, your organization will benefit from an expert, who has great commitment to meeting deadlines without compromising integrity, accuracy, and quality of work.

Please find attached a copy of my resume. I can be reached at these telephone numbers: 301-503-5763; 240-764-7042, and email address: juliadasilva@yahoo.com

Thank you for your time and consideration.

Sincerely,

Julia Da Silva-Beharry

EDUCATION

University of Maryland University College: Master of Distance Education and E-Learning	(In Progress)
Maryland Family Network: Responsive Training Symposium, Training of Trainers, Part I, II and III	(2013)
University of Maryland University College: Master of Education in Instructional Technology	(2012)
University of Guyana: Bachelors of Social Science Degree in Economics	(2000)
Guyana Training Agency (GTA): Certification in Practicing Assessor	(2003)

Areas of Expertise: Team Leadership, Strategic and Operations Planning, Policy Analysis, Project Lifecycle Management, Group and Individual Training, Research and Development, Marketing and Advertising Skills, Business Net Working, Instructional Technology, Survey Development: Quantitative / Qualitative Analysis, Web and Graphic Designs, Synchronous and Asynchronous Delivery Techniques, SMART Technologies, Adobe Dreamweaver, Microsoft Office, and other Technology Applications.

PROFESSIONAL EXPERIENCE**Julia's Child Development Educational Program, September 2008-Present***Executive Director/Owner - Education Specialist***Early Childhood Provider**

- Manage financial budget and execute administrative duties to maintained daycare center.
- Comply with city codes, policies and procedures.
- Designed lesson plans for age appropriate physical, social, and emotional development.
- Provided activities to promote language development and literacy skills.
- Encourage and motivate parents in skills to enhance child development.

Trinity Assembly of God Nursery, January, 2006-Present**Director/Volunteer/Care Giver**

- Provided proper care and nurturing to infants / toddlers during church services and special events Comply with city codes, and maintained nursery policies.
- Participated in meetings and training quarterly or as requested.
- Maintained effective communication with parents and church staff.

Kids r Kids Lanham, MD 20706 01/2005-08/2008**Volunteer and Teacher**

- Designed and developed lesson plans.
- Participated in planning meetings and trainings.
- Engaged children in foundational knowledge base to facilitate growth.
- Provided skills to improve social, emotional and developmental skills.
- Provided supervision, appropriate care of infants, and Enforced program policies.
- Maintained effective communication with parents and church staff.

University of Maryland University College 09/2009-12/2011**Team Leader/Team Member (Graduate Student)**

- Created and developed a self- directed capstone project towards my Master of Education Program.
- Assessed outcome of education programs during my M.Ed. program.
- Coordinated strategies to complete group projects.

Julia Harvest Craft & Cookery Do South Ruimveldt Park, Georgetown, Guyana 01/2000-12/2005**Executive Director/ Owner**

- Developed teaching and learning resources that assisted students to develop and meet their academic goals.

- Provided individual and group tutoring (elementary to undergraduate level) and prepared students for exams.

JULIA DA SILVA-BEHARRY

Page 2 of 2

Courts Guyana Incorporated (Courts) Georgetown, Guyana 08/2003-08/2004

Senior Research Officer

- Executed market research, project management and development plans according to projects.
- Provided technical intervention support, and monitored sales in different store locations.
- Provided innovative marketing strategies and exceptional customer service.
- Networking with non-governmental organizations to enhance community development
- Prepared budgets, recruited, trained, and supervised research officers.
- Analyzed qualitative and quantitative data to measure the efficiency and performance of evaluation activities.

Guyana Training Agency (GTA) Georgetown, Guyana 01/2003-08/2004

European Union/ Partnership with Private Sector Commission/ Government of Guyana)

Practicing Assessor

- Accessed required course materials, which enhanced and sustained skills development.
- Designed course objective and monitored procedure.
- Monitored participants and goal achievement of competency/ skills.
- Executed a final assessment of participants and submitted reports.
- Demonstrated teaching through role-play.

Friendship Youth Development Center (FYDC) East Bank Demerara, Guyana 01/2003-1/2004

Project Coordinator

- Designed, developed and monitored overall policy and procedure of FYDC program.
- Developed, implemented and evaluate competency in courses offered by institution.
- Monitored and Identified need and implement plans to address needs.
- Developed and implemented FYDC public relations and marketing strategies.
- Coordinated and conducted training sessions.
- Develop document, application for grants and constitution of program.

Young Women Christian Association (YWCA) 106 Brickdam, Georgetown, Guyana 01/2002-08/2004

Youth Director, Volunteer

- Coordinated joint activities with other youth groups in Guyana and where possible, through the National Young Women Christian Association (YWCA) with other youths of YWCA in the world.
- Coordinated educational and socio-economic programs for youths within the branch.
- Improved programs, inspired members and participants to widen their scope of involvement in their community, locally and internationally.
- Created many lifetime friendships with groups that were able to send several contingents to attend local and global forums during my tenure.

Guyana Volunteer Consultancy Inc. (Microenterprise Training Service Market Project, sponsored by: IDB-USAID / CIDA, Georgetown, Guyana 07/2001 - 07/2003

Information Officer

- Identified challenges, gathered and analyzed information.
- Operation of the network and data (qualitative and quantitative) information.
- Developed action plans for key projects using systems development lifecycle (SDLS).
- Ensured confidentiality, integrity and availability of the training service system.
- Executed, program development/ implementation, and analyzed data.
- Developed and practiced programs in accordance with information security protocol.
- Designed and published brochures, newsletters and forms for e-marketing.
- Developed for participants to received training services to improve their existing enterprises.

References and other documents are available upon request.