

Monica Lily Chen

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EDUCATION

- January 2002
to May 2003
- Columbia University Teachers College**
New York, NY USA
Degree Conferred: MA
Department: Special Education (Behavioral Disorders)
- September 1995
to March 2000
- University of Washington**
Seattle, WA USA
Degree Conferred: BA
Major: English Literature

CERTIFICATIONS

- New York State Special Education Teacher Certificate**
Date conferred: September 9, 2003
- Board Certified Behavior Analyst**
Date conferred: December 31, 2004
- Microsoft Certified ABA Provider**
Date conferred: May 2005

RELATED WORK EXPERIENCE

- July 2008 to Present
- Senior Program Manager at Jigsaw Junction**
Oversee the startup process of an organization that services the educational needs for children on the Autism spectrum. Responsible for hiring, training, and supervising tutors. Assess all incoming students and write quarterly progress reports. Develop a standardized approach to writing programs. Meet with families to discuss the educational and behavioral needs of their child in order to develop a meaningful intervention program.
- March 2005
to July 2008
- Program Manager at Northwest Behavioral Associates**
Managed and coordinated special education services for children on the Autism spectrum, ages 18 months to 13 years old. Directed monthly team meetings, wrote treatment plans. Proposed goals and attended IEP meetings. Conducted training workshops for home therapists and other school staff. Supervised the ongoing training of home therapists. Chaired fundraising efforts.
- September 2003
to February 2005
- Program Director at The Children's Institute of Hong Kong**
Helped start Hong Kong's first ABA school. Taught students with disabilities, ages 2 – 9, using Applied Behavior Analysis as the methodology of teaching. Directed and maintained the curricular needs of each individual student on a daily basis. Assessed all incoming students and wrote quarterly progress reports. Trained teaching assistants and parents. Supervised, analyzed, and reviewed the progress of both students and teaching assistants. Provided academic placement recommendations to parents. Set short-term and long-term goals for students and for staff development. Provided consultation for parents to provide support and/or behavioral interventions needed outside of the classroom.
- June 2003
to August 2003
- Special Education Teacher**
Served as head teacher in a special education classroom at the Fred S. Keller School in Yonkers, NY. Conducted, maintained, and updated assessments for each student according to the Preschool Inventory of Repertoires for Kindergarten (PIRK). Implemented individualized programs and goals for students based upon the results of the PIRK assessment. Reviewed student graphs and analyzed overall academic progress; Implemented interventions as needed to solve learning plateaus. Wrote progress reports for

each student. Summarized and graphed daily student data. Collected baseline data as necessary for behavioral interventions. Presented graphs for analysis at weekly staff meetings.

September 2002
to June 2003

Teacher Assistant

Worked alongside CABAS® Rank II Teachers at the Fred S. Keller School to provide individual and group instruction to students with skills ranging from pre-speakers/pre-listeners to reader/emergent writers. Completed over 1100 hours of in-service training. Other responsibilities included:

- Designed and collected data for research studies.
- Presented results of data collections at annual ABA Conference.
- Presented graphs of student progress at weekly staff meetings.
- Attained over 200 errorless observations from teachers and supervisors.
- Performed a complete PIRK assessment of one student with 90% agreement with supervisor.

March 2002
to August 2003

Behavioral Consultant

Provided in-home ABA therapy to children with autism and other developmental delays in the New York metropolitan area. Shadowed a student in his preschool classroom. Participated in bi-monthly team meetings to insure consistent student progress. Coached a student to use the Dynamyte electronic communication device.

September 2000
to January 2002

Behavioral Therapist

Led one-on-one home therapy sessions with children with autism, ages 3 – 8 to improve academic, personal, and social development:

- Designed and structured play activities to encourage social interaction in small groups.
- Encouraged social interactions in the school environment as a school shadow.
- Organized field trip outings to help promote self-help skills and generalization of concepts.
- Sustained ongoing desensitization program to encourage greater variety of food selection.
- Supported speech therapy programs by including speech exercises in the therapy routine.
- Trained new therapists in the basics of ABA theory.
- Maintained daily data collection to measure each child's learning success rate.

January 2000
to June 2000

Preschool Teaching Assistant

Conducted classroom activities and small group activities in an integrated classroom of special needs students and typically developing students. Gathered and analyzed data for students with Down's Syndrome and autism-related learning delays. Conducted classroom activities like circle time and managed small group activities like independent playtime, art time, and snack time. Implemented child-specific interventions such as individualized reinforcement systems or time out. Directed staff meetings.

October 1998
to April 1999

Classroom Aide

Volunteered as head teacher's aide in an integrated preschool classroom. Led art project activities in small group. Helped develop gross motor functions in select students with occupational therapist. Provided classroom support, including material preparation, snack preparation, and clean-up.

OTHER WORK EXPERIENCE

January 2000
to August 2000

Research Assistant

Performed research studies involving neurological degeneration in fruit flies in the Genetics Department. Applied current microbiology technology, including cloning, artificial insemination, and genetic crosses.

July 1996
to June 1999

Laboratory Assistant

Managed a 13-member medical science laboratory studying renal failure. Performed research studies in a form of kidney disease found mainly in Asia, North America, and Europe. Published an article in *Nephron*.

PERSONAL BACKGROUND

Age: 31

Sex: Female

Birthplace: Buffalo, New York

Languages: English, Taiwanese, Mandarin Chinese