

JENNIFER FLORES

Full Name	JENNIFER FLORES
Address	2225 County St 3976 Blanchard, OK 73010
Phone	1 (405) 308-7621
Email	Jenniferaflores@icloud.com

Teacher Assistant

Location	Mid-America Technology Center
Category	Teacher Assistant
Position Type	Full Time
Remote/Hybrid	Not Available
Pay Type	
School Year	2026 / 2027 School Year

Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below. All items marked with a red label are required and must be completed to submit your application.

Mid-America Technology Center considers all applicants for employment without regard to race, color, religion, gender, national origin, age or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. This includes, but is not limited to, admissions, employment, financial aid, and educational services. In addition, Mid-America Technology Center complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Mid-America Technology Center also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Mike Eubank is the coordinator of the Mid-America Technology Center's effort to assure nondiscrimination.

Resume

Share Your Resume

 Jennifer Flores - Updated Resume March 2026.pdf

Contact Information

Contact Information

Name	JENNIFER FLORES
Phone	1 (405) 308-7621
Address	2225 County St 3976 Blanchard OK 73010

MATC Questions

Are you over the age of 18?

Yes

Date you can begin to work

Aug 3, 2026

Salary desired

\$30,000. Annually

Are you willing to work overtime?

Yes

Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation?

Yes

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

All Employers

Current employer only

Have you ever been employed by Mid-America?

No

State the name(s) of any relative(s) at MATC employ and your relationship to them.

N/A

Have you ever been convicted of a crime?

No

If yes to have you ever been convicted of a crime?

N/A

Have you ever served in the U.S. Armed Forces?

No

If yes to have you ever served in the U.S. Armed Forces?

N/A

Education

Education

Westmoore High School

Degree highSchoolOrEquivalent **Graduate?** Yes

Dates Aug 4, 1989 - May 23, 1991

GPA

Prior Work History

Employment History

Administrative Assistant

Employer University of Science and Arts of Oklahoma USAO

Dates Aug 12, 2024 - CURRENT

Location Chickasha OK, 73018

Salary \$29,000. Annually

Reason For Leaving NASNTI Grant is closing /Temporary position

Supervisor Name Haley Green

Supervisor Phone 4055741255

Supervisor Email hgreen@USAO.EDU

Can Contact? Yes

Title 1 Paraprofessional

Employer Noble Public Schools

Dates Aug 7, 2008 - Aug 11, 2024

Location Noble OK, 73068

Salary \$17,000. Annually

Reason For Leaving New opportunity with higher pay.

Supervisor Name Sammie Robertson

Supervisor Phone 405-872-9201

Supervisor Email srobertson@nobleps.com

Can Contact? Yes

Sales Associate & Customer Service Representative

Employer Diamond Dee Lite

Dates Aug 11, 1989 - Dec 31, 1998

Location Moore OK, 73160

Salary

Reason For Leaving Travel with my husband. Start our family

Supervisor Name Teri O'dell

Supervisor Phone 405-250-2471

Supervisor Email**Can Contact?**Yes

References**References**

Haley Green

Relationship Supervisor**Time Known** 6 months**Email** Hgreen@usao.edu**Phone** (405) 574-1255

Gina Janzen

Relationship Reading Specialist / friend**Email** Ginajanzen@outlook.com**Phone** (405) 503-0978

Sammie Robertson

Relationship Supervisor / Reading Specialist**Time Known** 10 years**Email** Srobertson@nobleps.com**Phone** (405) 872-9201

William(Bill) Berumen

Relationship co-worker**Email** bberumen@usao.edu**Phone** (405) 574-1215

Additional Applicant Information

Memberships, awards, and additional training.

LETRS (Language Essentials for Teachers of Reading and Spelling Certification 2023,

Skills, licenses, and/or trade/professional certifications.

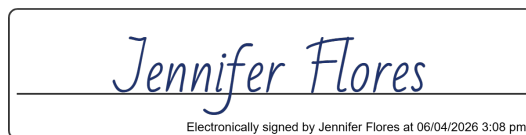
CDL (current)

Additional information about yourself that you believe would be helpful in appraising your qualifications for the position for which you are applying:

I have enjoyed working with students of all ages over the past 18 years. It is a privilege to contribute to the education of students.

Digital Signature

Digital Signature



Electronically signed by Jennifer Flores at 06/04/2026 3:08 pm

JENNIFER FLORES

2225 County St 3976 Blanchard, OK_73010 | 405-308-7621 | jenniferaflores@icloud.com

Skills Summary

- Experienced in managing day-to-day office tasks including maintaining the budget, data entry, and correspondence handling. Strong communicator, problem solver, and organizer. Works efficiently in team setting while bringing creativity, compassion, and diligence to the environment.

Education

- Westmoore High School / High School Diploma / Class of 1991

Experience

University of Science and Arts of Oklahoma (USAO)

Administrative Assistant / August 2024 – Present

- Oversee the budget for the Native American Serving Non-Tribal Institutions (NASNTI) - Part F grant. Aids in overseeing projects related to the grant and the billing of the projects. Maintains the schedules for the student ambassador program and other clerical duties.

Noble Public Schools

Title 1 Paraprofessional: Hubbard Elementary / 2011 – 2024 (K.I.D Elementary / 2009 -2011)

- Oversee teaching reading readiness, phonics, and writing in the reading lab. Also assigned to monitor lunch/recess duty as well as benchmark testing. Responsible for substitute teaching as needed and professional development. Advanced experience in Title 1 Reading Lab childhood education.

Diamond Dee-Lite

Sales Associate & Customer Service Representative / 1989-1995 & 1998

- Duties include sales, customer service, inventory, and ordered stock. Worked as an educator regarding precious metals and gems in association to jewelry. Also made repair to jewelry, cleaned pieces, and provided custom design services.

Certifications

- LETRS (Language Essentials for Teachers of Reading and Spelling) 2023
- CDL (Commercial Driver's License) Present

REFERENCES

- Kendall Walker
 - University of Science & Arts of Oklahoma: TRIO Grant / Director
 - 405-574-1272
 - kwalker@usao.edu

- William (Bill) Berumen
 - University of Science & Arts of Oklahoma: NASNTI Part A / Experiential Learning Coordinator
 - 405-323-4204
 - wberumen@usao.edu

- Sammie Robertson
 - Hubbard Elementary School / Title 1 Reading Specialist
 - 405-388-1958
 - srobertson@nobleps.com

- Gina Janzen
 - Briarwood Elementary / Title 1 Reading Specialist
 - 405-503-0978
 - ginajanzen@outlook.com

- Jeff Taylor
 - Tinker Airforce Base / Workforce Development Engineer
 - 405-590-6596
 - taylorj0470@sbcglobal.net