

Resume Examples

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Tamera Teacher

19 Learning Street ♦ Utica, NY 99999 ♦ (555) 555-2263 ♦ xxxxx@xxx.edu

An enthusiastic, dedicated teacher with certification to teach Pre-K through Grade 6

SUMMARY OF QUALIFICATIONS

- Experienced in teaching Preschool through Grade 6 in various positions and educational institutions.
- Skilled in creating and presenting effective lesson plans and related materials that interest children to learn.
- Able to motivate children with different levels of skills and abilities to learn on individual and group basis.
- Team player with strong interpersonal skills, having worked with diversity of students, professionals, and staff.
- Proficient in conducting standardized tests, writing profiles, and parent-teacher conferences.

EDUCATION & CERTIFICATION

Russell Sage College, Troy, NY 2002

Bachelor of Science, Elementary Education, *minor* in Psychology, 3.105 G.P.A.

Senior Thesis: Living with Asperger's Syndrome

Honors: Transfer Excellence Award Scholarship

New York State Provisional Certification, Pre-K-6 (Certificate # 065642676)

PROFESSIONAL EXPERIENCE

North Colonie Central School District, Southgate Elementary School, Latham, NY 2003 – Present

Support Teacher

- Provide teaching support in classroom, motivating students, and meeting educational goals in grades K-6.
- Reinforce lesson plans by working with small groups of students as well as special needs students.
- Teach lesson plans independently to classes with 20 to 25 students on variety of subjects.
- Fill in as substitute teacher throughout school district's 5 elementary schools as needed.
- Conduct testing and monitor students' progress, according to course curriculum and lesson outline.

SELECTED TEACHING PRACTICUM

Turnpike Elementary, Lansingburgh, NY 2002

- Designed and implemented daily curriculum for 4th Grade Class with 25 students.
- Led class independently in creating and delivering lesson plans and teaching materials.
- Evaluated individual student progress and conducted parent-teacher conferences.

School 16, Troy, NY 2002

- Developed and presented lesson plans and teaching materials for 1st Grade Class with 20 students.
- Served as substitute as needed and independently oversaw classroom full time for one week.
- Collaborated with full-time teacher in designing lesson plans and holding parent-teacher conferences.

Carroll Hill Elementary, Troy, NY 2001

- Presented one class per week for 1st Grade Class with 24 students.

School 12, Troy, NY

- Assisted teacher with daily curriculum and taught class as needed for 2nd and 4th Grade Class of 23 students.

Boys & Girls Club, Troy, NY 2000

- Coordinated intensive hands-on and one-on-one instruction to 15 special education preschool students.

RELATED EXPERIENCE

Self-Employed Home Day Care, LaGrange, GA 1984 – 1994

Childcare Provider

- Managed day care center, providing care and age-appropriate activities for Pre-K through Grade 6 Children.

VOLUNTEER WORK

YWCA, Troy, NY: worked with women and children, raised funds and food, and organized community dinner.

St. Peter's Church, Lagrange, GA: provided childcare services during Sunday services.

AWARDS

Certificate of Merit for Designing Discovery Box, The Retired and Senior Volunteer Program 2002

Angel Advanced

222 SW Deviline Court • Beaverton, Oregon 77777

Email: angeladvanced@example.com

333-333-3333

Professional Profile

Highly motivated, versatile, and resourceful **professional** with a **Bachelor of Science** degree in **Psychology** and currently in a **Masters** program specializing in **Marriage & Family Counseling**. Over five years' experience with children ages 2-6 in a disciplined, learning atmosphere combined with performing human resource duties, training, and counseling for teachers, coworkers, and parents. Strong support experience in an office atmosphere with expertise in research and writing. Eager to excel, learn quickly, personable, and appreciated among peers.

Expertise Includes:

- Highly effective writing skills.
- Strong research and reporting abilities.
- Experienced in budgeting, financial planning, fund-raising, and donation solicitation.
- Naturally intuitive to children's needs with strong insight to unspoken needs.
- Strengths in listening, evaluation, and counseling.
- Effective database management and marketing.
- Development of programs/projects with effective implementation.
- Strong presentation skills, both written and verbal.
- Proven negotiation abilities.
- Proficient in assuring compliance with city, county, state, and federal governing agencies.
- Able to accept responsibility and delegate where needed.
- Well-developed organizational skills.
- Personable and work well with all types of personalities.
- Loyal, driven, honest, and committed to a job well done.

Professional Experience

Associate Director • Educational Services • Portland, Oregon • 1998–2003

Head Preschool Teacher (*promoted*)

Head Jr. Preschool Teacher (*promoted*)

Assistant Jr. Preschool Teacher (*promoted*)

Rapid upward progression in job responsibility from initial assistant, performing work as needed, to assuming Associate Director responsibilities involving the entire school, i.e., curriculum, teaching, training, counseling, supervising, providing assessments, budget planning, negotiations, parent involvement, marketing, and fund raising.

Receptionist/Office Assistant • In Basket Business Services, Portland, Oregon • 1993–1998

Receptionist for 10 companies along with answering multi-phone lines. Data entry, including invoicing, posting payables and receivables, and verification of statements. Variety of office duties.

Marketing Coordinator • Automated Machine Tool, Portland, Oregon • 1996–1997

Telemarketing for strong sales leads. Relief receptionist. Maintained database, literature files, and price books. Letter composition.

Certifications

Certified • Parenting Classes through the philosophies of Jane Nelsen, Ed.D., M.F.C.C.

Education

Ongoing studies to qualify for **Doctorate Degree in Child Psychology** - *emphasis in Play Therapy*

Master's Degree - Marriage & Family Counseling • George Fox University • Portland, Oregon Campus

Degree expected 2004

Bachelor of Science • Psychology • Portland State University, Portland, Oregon • 2001

Art B. Teacher

ArtBTeacher@gmail.com
(412) 222-3333

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EDUCATION:

Bachelor of Science in Art Education

Edinboro University of Pennsylvania, Edinboro, PA
December 2014

- GPA: 3.8/4.0
- Dean's list eight of eight semesters
- Graduated with Latin honors – *Summa Cum Laude*

RELATED EXPERIENCE:

Student Teacher

Grandview Elementary School, Erie, PA
October 2014 – December 2014

- Taught students in grades one through six.
- Worked to provide activities indicated in Individualized Education Plans (IEPs) for two students.
- Organized and created interactive learning centers and bulletin boards.
- Participated in parent-teacher conferences and Parent-Teacher Organization functions.

Student Teacher

Maplewood Junior/Senior High School, Townville, PA
August 2014 – October 2014

- Planned lessons and taught students in grades seven through twelve.
- Designed and maintained progress charts.
- Interacted with parents and support personnel on a regular basis.
- Attended child study team meetings for learning disabled students.

Student Counselor

Camp Smiley, Happytown, PA
Summers 2013 & 2014

- Served as camp counselor for thirty children ages six through twelve.
- Developing and carried out age-appropriate learning and recreational activities for campers.
- Participated in team meetings to discuss programming and individual student progress.

Volunteer

Erie Art Museum, Erie, PA
Summer 2012

- Created and implemented programming for children aged 5 to 17.
- Helped kids explore and create art.

OTHER EXPERIENCE:

Sales Associate

Michaels, Erie, PA
August 2009 – August 2014

- Performed all cash register operations and related customer service duties.
- Monitored activities in the front of the store and secured assets including cash, checks, media, and merchandise.
- Promoted key marketing initiatives such as: bounce back coupons, email collection, and brochure handouts.

CLUBS AND ORGANIZATIONS:

Student Art League

Treasurer, 2013-2014
Member, 2012-2013

Art Education Club

President, 2014

EDUCATION

- Bachelor of Science in Early Childhood Education** May 2014
Edinboro University of Pennsylvania, Edinboro, PA
- Dean's List seven of eight semesters
 - Graduated with Latin Honors - *Summa Cum Laude*
 - GPA: 3.85/4.0
- Associate of Arts and Sciences** May 2008
Peirce College, Tacoma, WA

RELATED EXPERIENCE

- Teacher's Aide** *June 2014 to Present*
Apples of Gold, Cambridge Springs, PA
- Plan and teach a structured, experiential pre-school program promoting readiness activities, appropriate social interaction, and the development of positive self-esteem.
 - Interact daily with parents to provide feedback on each child's progress and welfare.
- Student Teacher** *March 2014 to May 2014*
Grandview Elementary School, Erie, PA
- Taught first grade students.
 - Used children's literature to teach and reinforce reading, writing, grammar, and phonetics.
 - Coordinated and taught math lessons and activities.
 - Collaborated with teacher in planning, preparing, and organizing thematic units.
 - Worked to provide activities indicated in Individualized Education Plans (IEPs) for two students.
 - Organized and created interactive learning centers and bulletin boards.
- Student Teacher** *January 2014 to March 2014*
Emerson-Gridley Elementary School, Erie, PA
- Planned lessons and taught third grade students.
 - Designed and maintained progress charts.
 - Interacted with parents and support personnel on a regular basis.
 - Attended child study team meetings for learning disabled students.
- Assistant Director** *May 2008 to August 2010*
Kinder-Care Learning Center, Lacey, WA
- Oversaw day-to-day operation of childcare center with 65 children.
 - Ensured all local, state, and federal rules and regulations were adhered to.

OTHER WORK EXPERIENCE

- Swing Shift Manager** August 2010 – January 2014
Taco Bell Restaurant, Edinboro, PA
- Managed 10-12 employees of diverse backgrounds.
 - Earned the Employee of the Month award on three different occasions.
 - Promoted from counter person to management position within six months.

CLUBS AND ORGANIZATIONS

- National Council for Exceptional Children** *Member* 2015
- Kappa Delta Pi International Honor Society in Education** *Member* 2013-2014
- Future Early Childhood Educators of Edinboro University** *Member* 2012-2014
- Girl Scouts of America** *Leader* 2008-2014

Elementary Education Teacher
Pre-Kindergarten–5th Grade

Motivating students to explore the world around them, carefully guiding them through necessary and diverse situations to formulate questions and develop strategies with which to answer those questions offering freedom in thought processes and learning.

Professional Profile

Success-driven, recent graduate, and ambitious **Elementary Education Teacher** with expertise in developing an intuitive connection with the student, tuning in to their specific learning needs, and providing clear, concise, and complete hands-on exercises. Experienced in developing and implementing an appropriate curriculum and planning highly effective lesson plans. Able to immediately grab students' attention, provide a strong presence, and command mutual respect. Possess outstanding communication skills with students, staff, and parents. Highly adaptable, multi-disciplined, organized, competent, and loyal. Strong team player with effectiveness in promoting school policies and practices. Additional expertise includes **Health and Psychology** with emphasis in **Sports Coaching**.

Education

Bachelor of Science • Early Childhood / Elementary Education • 2003

Western Oregon University • Monmouth, Oregon

• Honor Role student with emphasis in **Health and Psychology**

Early Childhood Education • Oregon State University • 1998– 2000

History of Employment

Kindergarten Teacher • Columbus Elementary • McMinnville, Oregon • 2003

Student Teacher • Fourth Grade • Columbus Elementary • McMinnville, Oregon • 2002–2003

Caregiver • High Lookee Lodge Assisted Living Facility • 2002

Tenant care including administering medications. Provided cleaning, food service, and ground work for facility.

Membership Services Supervisor • Salem Boys and Girls Club, Swegle Branch • 2001–2002

Oversaw orientation of new members. Verified arrival and departure of 200 members daily. Supervised equipment check-outs and returns. Informed parents and members of upcoming events.

Concierge & Marketing / Sales • Eagle Crest Resorts • 2000–2001

Arranged hundreds of guest reservations daily. Advised businesses and traditional guests of local features to visit. Notified visitors of a variety of sales options being offered. Corresponded with guests, aiding in their vacation preparations.

Volunteer Activities

• Neighborhood Watch Co-Chairman • Preschool teacher's aide (*Fall 2001*) • Bible school teacher (*Summer 2000*)