

# Charlie M. Williams

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## CERTIFICATION

Michigan Standard Teaching Certificate May 20xx  
K-5 All Subjects (K-8 All Subjects Self-Contained)  
K-12 Learning Disabilities - *use pending if you haven't taken MTTC test yet but plan to*  
Adult and Child First Aid & CPR

## EDUCATION

**Teacher Certification Program** May 20xx  
*Michigan State University, East Lansing, Michigan*

- Completed 12 graduate-level credits

**Bachelor of Arts, Special Education – Learning Disabilities** May 20xx  
*Michigan State University, East Lansing, Michigan*

- Teaching Major: Language Arts
- Urban Educator Cohort Program

## TEACHING EXPERIENCE

**Special Education Teaching Intern** - 9-12th Grade Resource Rooms January 20xx - April 20xx  
*East Lansing High School, East Lansing Public Schools, East Lansing, MI*

- Supported students in a resource room program and learned strategies appropriate for disabilities ranging from hard of hearing, speech and language impairment, Autism, emotional impairment, and more.
- Differentiated all instruction to best meet the needs of each individual student and provided consistent communication with families and teachers to ensure success
- Collaborated with mentor teacher to write and implement IEPs using the Ingham County Illuminate platform, monitored student progress, and documented all findings accurately

**Elementary Teaching Intern** – Second Grade August 20xx - December 20xx  
*Discovery Elementary, Williamston Community Schools, Williamston, Michigan*

- Planned and implemented high quality in-person lessons in all subject areas for six weeks, which included work focusing on social-emotional wellness
- Created a safe and welcoming classroom environment for 15 students by developing and implementing classroom routines and establishing a positive classroom culture
- Developed a behavioral plan utilizing aspects of Positive Behavioral Intervention and other proactive techniques supporting positive classroom behavior and increased learning
- Incorporated technology into lessons resulting in digital literacy development and increased student engagement
- Differentiated techniques to adapt to students' different learning styles and abilities

**Field Placement** (hybrid) October 20xx - April 20xx  
*Pincrest Elementary, East Lansing, Michigan*

- Assisted in third and fourth grade split-level classroom both in person and virtually and established relationships with students through consistent positive interactions and support
- Planned and taught whole class lessons in mathematics, literacy, social studies, and science and observed daily classroom management techniques and activities

## **Field Placement (virtual)**

*Willow Elementary, Lansing, Michigan*

- Utilized Zoom technology to tutor a second grade student with a learning disability using pre, post, and formative assessments to analyze student's strengths and areas of need

## **Field Placement**

October 20xx - December 20xx

*Refugee Development Center, Lansing, Michigan*

- Assisted in an English language-learning program which provided one-on-one tutoring and group center discussions for high school and middle school students
- Implemented group center discussions which focused on specific issues such as bullying, mental health, identity struggles and cultural differences
- Addressed cultural and language barriers while creating a sense of community for students

## **OTHER EXPERIENCE**

### **Substitute Paraprofessional**

December 20xx - June 20xx

*Cumberland Elementary, Lansing Public Schools, Lansing, MI*

- Assisted special education and general education teachers to provide classroom instruction for 6 students with Autism
- Implemented instruction that was in alignment with IEP goals and communicated regularly with parents and teachers to ensure students' success

### **Research Assistant**

Fall 20xx

*Michigan State University, Department of Counseling, Educational Psychology, and Special Ed., East Lansing, MI*

- Implemented early literacy assessments with 20 kindergarten students, which included phonemic awareness, decoding, listening comprehension, and vocabulary
- Collaborated with a team of 3 other undergraduates to record and analyze findings to support the faculty lead and graduates students

### **Cabin Counselor**

Summer 20xx & Summer 20xx

*Indian Trails Camp, Grand Rapids, Michigan*

- Gained leadership skills by supervising a group of 10 campers with a variety of physical and developmental disabilities to provide a fun and safe camp experience
- Collaborated with counselors to adapt engaging, active and energetic activities for campers
- Communicated with parents regarding camp events and addressed issues that arose during camp to alleviate their concerns and provide a better experience for the campers

### **Participant**

May 20xx - June 20xx

*MSU Learning Culture & Technology Study Abroad, Europe, East Lansing, MI*

## **PROFESSIONAL DEVELOPMENT**

I AM a Teacher Expo, East Lansing MI

April 20xx

Technology in the Classroom Webinar

November 20xx

Collaborative Learning, Detroit MI

February 20xx

## **SKILLS**

**Technology:** Microsoft Word, Excel, and PowerPoint for Mac and PC; Document Camera; Digital Projector (ELMO); SMART board & Interactive Whiteboard; Zoom; Google Classroom

**Language:** English (native), American Sign Language