

Jane Doe

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SUMMARY OF QUALIFICATIONS

Team-oriented teaching professional with a wide range of experience – demonstrating a passion to improve student learning and overall school performance. Effective skills in listening, speaking, and writing while being capable of communicating with all levels, including: school administration, support staff, and students to achieve educational goals. Highly talented, efficient, and organized elementary teacher with extensive experience and the proven ability to gracefully balance competing priorities. Consistently ensures and performs a thorough and quality job in all endeavors – maintaining confidentiality and team spirit.

EDUCATION

Springfield State University – GPA: 3.6	Springfield, IL
Bachelor of Science in Elementary Education	2018
Bachelor of Science in Natural Science	2018
Dean’s List	2014, 2015, 2016, 2017

LICENSURE

Elementary Education – Grades 1-6
Passed all sections of the Illinois Test for Educator Licensure
Sheltered English Immersion Endorsement

TEACHING EXPERIENCE

Alexander Hamilton School	Springfield, IL
Grade 5 Science Teacher	2018 – Present

- Experience in turning around classes with issues by establishing structure, expectations, and trust with students.
- Implement grade 5 science curriculum to four classes of about 20 students. Execute kinesthetic inquiry-based lessons in which students collaborate. Model and adapt lessons to meet needs of a diverse student population.
- Use appropriate class training materials that reflect accommodations based on different student-learning styles.
- Implement innovative study methodologies to engage students and enhance learning while evaluating progress.

Ashford Elementary School	Springfield, IL
Fifth Grade Practicum	2017

- Designed and implemented hands-on, inquiry-based lessons across curriculum areas in which students worked in whole class, small groups, and partner settings. Managed student use of a variety of flexible seating options.
- Taught in a fifth grade inclusion classroom of nineteen students. Assessed student’s needs and abilities to create effective groups across subject areas. Planned lessons and units with supervising practitioner and team teachers.

Springfield Learning Center	Springfield, IL
English Instructor	2017 – 2018

- Demonstrated ability in providing individualized English instruction to students belonging in small group settings.
- Monitored student progress by assessing, consulting, and offering student’s feedback on workbooks, writing pieces, fluency practices, and spelling tests. Utilized classroom management techniques to engage students.

Springfield Public Schools	Springfield, IL
Substitute Teacher	2015 – 2017

- Maintained classroom management. Executed a wide variety of academic lessons when teachers were absent.
- Supported special education students in successfully completing class work that was assigned to those students.
- Observed students to ensure proper classroom behavior, and addressed behavior issues in a prompt manner.

Taylor Magnet School **Springfield, IL**
Second Grade Pre-Practicum **2017**

- Experienced in designing and implementing weekly science lessons for a classroom of second grade students.
- Utilized expertise in presenting lessons that incorporated the needs of different English language learners.

Seminole Magnet School **Springfield, IL**
First Grade Pre-Practicum **2016**

- Provided assistance in a diverse first grade classroom during reading and writing instruction for improvement.
- Developed and led a small group and whole entire class reading and writing lessons to enrich student skills.

Kay Street School **Springfield, IL**
Fourth Grade Pre-Practicum **2016**

- Collaborated with teacher to create and carry out a detailed social studies unit plan in a diverse classroom setup.
- Employed a variety of classroom management techniques during class time to maximize academic advancement.
- Provided instructional support for other classroom teachers, and assisted children in learning new class material.

Mann Middle School **Springfield, IL**
Student Intern **2013**

- Collaborated with sixth grade and seventh grade teachers to organize lesson plans. Supported a diverse student population in 1:1 and small group settings to provide additional instructional opportunities in smaller settings.

ADDITIONAL WORK EXPERIENCE

Springfield University **Springfield, IL**
Resident Assistant **Winter 2015 – Spring 2017**

- Collaborated with a team of eleven other RA's and a residence director. Participated in leadership development training focused on individual strengths – working closely as a team in crisis management and conflict resolution.
- Developed and maintained relationships with a diverse residential population. Provided residents with large- and small-scale educational program opportunities. Demonstrated ability in actively serving on a building-wide duty rotation to maintain and uphold departmental policies and to support residents in physical or mental crisis.

Kroger **Springfield, IL**
Customer Service Associate / Cashier **June 2010 – January 2018**

- Deeply experienced in maintaining a friendly retail environment, while upholding customer service practices.
- Handled cash drawer and interacted with customers throughout transactions to gain customer satisfaction.

VOLUNTEER EXPERIENCE

Camp Surfside Volunteer; Springfield, IL **Fall 2016 – Present**

- Accommodate children in a camp setting. Adapt activities to provide children with an outstanding camp experience.

Residence Hall Bulletin Board Coordinator, Springfield University **Fall 2016 – Spring 2017**

- Organized monthly bulletin boards that provided residents with educational and passive program opportunities.

Student Events Committee Contest Subcommittee Chair, Springfield University **Spring 2014 – Spring 2015**

- Supervised a subcommittee in planning, organizing, and executing events. Effectively managed a budget appropriations of \$12,000 annually. Participated in all student events committee and subcommittee meetings.

Student Events Committee, Springfield University **Winter 2014 – Summer 2016**

- Provided event assistance to other members – helping to ensure that events run smoothly and according to plans.
- Identified objectives of student events, and determined the requirements needed to accomplish event goals.

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Drive, and Google Classroom