

# JANE SMITH

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## ELEMENTARY EDUCATION PROFESSIONAL WITH 7+ YEARS OF TEACHING EXPERIENCE

### PROFESSIONAL PROFILE

A compassionate, results-driven, and performance-oriented Educator with a demonstrated understanding of working with mainstream and diverse student populations and developing and implementing various curricula based on state and federal educational standards and requirements. An effective and resourceful motivator, team-builder, and facilitator with exceptional communication and presentation skills possessing an innate ability to perform accurate student assessments and conceptualize and employ individualized education plans. Self-reflective, life-long learner and leader committed to establishing and maintaining solid relationships with the administration and students, continuing teacher education initiatives, and advancing organizational goals and objectives. Exceptional interpersonal, organizational, analytical, troubleshooting, and critical-thinking skills. Superior written, oral, and technical aptitude.

### CORE COMPETENCIES

- *Instructional Development*
- *Curriculum Modification*
- *Cooperative Learning*
- *Educational Standards*
- *Technology Integration*
- *Creative Lesson Planning*
- *Individualized Instruction*
- *Academic Goal-Setting*
- *Behavior Modification*
- *Content-Area Knowledge*
- *Performance Review/Assessment*
- *Program Planning/Management*
- *Testing/Textbook Coordination*
- *Integrated Instructional Units*
- *Parent-Teacher Conferences*

### DESIGNATIONS

- Permanent Any Town, USA Teaching License - License Number: 123456789
- Tenured Teacher, ABC Unified School District

### EDUCATION

Master of Science in Elementary Education - Hofstra University, Hempstead, New York  
Bachelor of Science in Social Science; Specialty in Human Development - Hofstra University, Hempstead, New York

### SELECTED PROFESSIONAL DEVELOPMENT

- Instructor, Integrating Centers into the Classroom Curriculum, 2004
- Member, Kindergarten Curriculum Development Committee, ABC School District, 2002

### PROFESSIONAL CHRONOLOGY

ABC Company <i>Tutor - Pre-School/Kindergarten-Aged Children</i>	Any Town, USA	Sept. 2010 - Present
ABC Elementary School <i>Kindergarten Teacher</i>	Any Town, USA	Sept. 2008 - Jun. 2010 Sept. 2001 - Jun. 2004
ABC Elementary School <i>Kindergarten Teacher (Sept. 2000 - Jun. 2001)</i> <i>Primary Literacy Aid - Grades K-1 (Sept. 1999 - Jun. 2000)</i>	Any Town, USA	Sept. 1999 - Jun. 2001

### KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Taught a full academic curriculum (reading, writing, communications, mathematics, and social science).
- Planned and instructed each subject area using a wide-variety of teaching aids, motivational, and implementation strategies to engage students in active learning; enhanced student academic and social growth by using varied teaching strategies and techniques including whole group, individual and small group lessons and teacher modeling to provide a solid academic foundation and positive attitude toward education.
- Incorporated learning modality principles into classroom and individual instruction; developed and conducted inter-grade activities.
- Effectively engaged the children in small group instruction, focusing on each individual's personal most successful style of learning.
- Created yearly coursework including the selection of teaching materials; rapidly developed and adjusted lesson plans that were developmentally appropriate and met state standards.

**KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE**

- Employed kinesthetic, visual, and auditory approach to make lessons interesting and interactive; actively engaged the students through the use of music, movement, and literature.
- Completed lesson plans online weekly and administered quarterly testing; submitted all information/results electronically to administration.
- Assisted in the development, validation, and enhancement of curricula.
- Implemented a variety of assessment techniques designed to measure students' progress in learning including differentiation in instruction to meet the individual needs of each student.
- Established expectations for behavior conducive to learning.
- Implemented The Harcourt Literacy Program, Science Program, and Social Studies programs into the kindergarten curriculum; conducted running records to assess the children's reading levels throughout the school year.
- Supported a balanced reading program thorough the implementation of wring and reading workshops; created diverse centers integrating technology through the use of computer literacy skills.
- Created and implemented engaging lesson plans diverse to each students academic learning style, in accordance with the literacy program for the district.
- Fostered a sense of curiosity and interest using thematic units within Math, Reading, Science and Social Studies.
- Introduced hands-on tools (computer technology, field trips, etc.) to improve classroom interest and retention.
- Implemented technological approaches to subject material; researched educational resources on the Internet.
- Adept to new technologies; demonstrated knowledge of the internet and software applications such as Microsoft office, E-Class, PowerPoint, SmartBoard, and other educational programs.
- Tutored children in Language Arts; developed and enhanced skills needed for excelling in ELA standardized testing.
- Helped to develop and foster literacy, fine motor, and socialization skills.
- Taught alongside Master Teachers with extensive experience and exemplary proficiency.
- Effectively counseled students and parents on goals, objectives, and plans.
- Recipient of numerous letters of appreciation from parents for dedication and effort.

**TECHNICAL ADDENDUM/SOFTWARE KNOWLEDGE**

- Microsoft Office Suite ▪ PhotoShop ▪ SmartBoard
- Various Internet Programs and Academic Websites Geared Toward Children Ages 4 - 8 ▪ Windows 7

*References Furnished Upon Request*