



PROFILE

Educator with 5 years of experience in elementary schools teaching kids in grades 2-4. Ability to facilitate a classroom learning experience by breaking down subjects into a series of small and organized lessons. Looking to progress my career and continue to help young children increase their knowledge and unlock their potential.

WORK EXPERIENCE

Teacher, Plano Middle School

Plano, TX • January 2017 – Present

- Provided a range of instructional, management, and assessment strategies to meet the different needs of students
- Create thoughtful and engaging unit and lesson plans daily
- Participate in creating, revising, administering, and grading assessments
- Keep accurate and organized records of student information
- Provide tutoring to small student groups as required
- Collaborate with colleagues across content areas and grade levels
- Attend and actively participate in all meetings including PLCs, grade level meetings, and PD sessions
- Conduct parent-teacher conferences as needed, as well as on-going parent communication

Teaching Assistant, Plano Middle School

Dallas, TX • January 2015 – January 2017

- Worked directly with students in grades 2-4 to help guide them through a rigorous, transformational journey towards junior roles in a new field.
- Learned from class instructional coaches to become a better teacher and mentor to kids.
- Helped students identify new interests and drive their own continued learning beyond the curriculum.
- Helped facilitate a safe, supportive, and energetic community that welcomes the various needs and learning styles of children.

Teacher, Frank Dugan Elementary School

Plano, TX • December 2013 – January 2015

- Made recommendations for enhancements for K-5 teaching program.
- Designed and implemented portfolio and rubric system of assessments for Fourth Grade Mathematics.
- Created and maintained a classroom environment conducive to learning and one that engages the learner experientially
- Differentiated instructions for all learners based on their level of knowledge and abilities
- Participated in school planning and decision-making for class room and after-school activities.
- Organized teaching groups for individual students based on their skill level.
- Advised students, mediated concepts, and taught them how to be mediators to increase student involvement in the curriculum.
- Maintained active communication with Charter School administrators, parents and other faculty and staff members on individual student progress and program enhancements.
- Adhered to TX Teaching Standards as outlined by the Texas Department of Education.

Tiffany Lee

Plano, TX

(555) 123-4567

your-email@gmail.com

SKILLS

Communication

Mathematics

Personal Development

Public Speaking

AFTER SCHOOL ACTIVITIES

Frisbee Dogs

Kids Cooking

Reading

EDUCATION

Florida State University

Tallahassee, FL

2010 – 2014

B.S. in Education

GPA: 3.6