




RHONDA JOHNSTON

Substitute Teacher

CONTACT

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(123) 456-7890 
Chicago, IL 

EDUCATION

Diploma
Artel High School
2012 – 2016
Chicago, IL

SKILLS

Microsoft Suite
Problem Solving
Enthusiastic
Consistent
High Performer
Effective Communication
Executing Lesson Plans

CERTIFICATIONS

Substitute Teacher License, IL

CAREER OBJECTIVE

Professional and ethical substitute teacher who has worked across all subject areas in secondary education. Excited for the prospect of leveraging my experience at Joseph Brennemann Elementary.

WORKING EXPERIENCE

Substitute Teacher

Lane Tech College Prep High School

2019 – current / Chicago, IL

- Worked between 1-5 days per week during the school year substitute teaching for classrooms of 20+ high school students
- Maintained a disciplined, productive environment in the classroom to ensure lesson plans left by teacher were followed
- **Substituted across 5 different subject areas from 9-12th grade**
- Left notes for the teacher, detailing any problems or issues encountered during lessons completed in their absence

Administrative Assistant

Toller Law Offices

2018 - 2019 / Chicago, IL

- Greeted 20+ prospective and current clients a day, and quickly assisted them as needed
- Provided administrative support to the Director of Human Resources overseeing a team of 38 full-time employees
- Executed processing of vendor contracts through a standardized process, **leading to a reduction in errors by 5%**
- Provided executive summaries of weekly team meetings to ensure progress on goals was thoroughly documented

Sales Associate

JCPenny

2016 - 2018 / Chicago, IL

- Sold customers on value of JCPenny credit card and loyalty program, **exceeding sign up rates for the program by 4%**
- Worked closely with 10+ colleagues to monitor inventory and restock popular items as needed to ensure customers could easily access clothing in their size
- Kept a customer-first attitude to exceed satisfaction goals by 7%
- Assisted customers in locating items and sizes, and processed payments at POS