




# 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