




RHONDA JOHNSTON

Substitute Teacher

CONTACT

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(123) 456-7890 

Chicago, IL 

[LinkedIn](#) 

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.

WORK 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

JCPenney

2016 - 2018 / Chicago, IL

- Kept a customer-first attitude to exceed satisfaction goals by 7%
- Sold customers on value of JCPenney credit card and loyalty program, **exceeding sign up rates for the program by 4%**