

SAMPLE SECONDARY EDUCATION RESUME - CHRONOLOGICAL FORMAT

Sydney Bristow

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OBJECTIVE

Seeking a secondary or middle school position teaching biology or science. Would welcome the opportunity to become involved in drama or music extracurricular activities.

EDUCATION AND CERTIFICATION

Northeastern Illinois University (NEIU), Chicago, Illinois

Bachelor of Arts in Secondary Education

Major: Biology; Minor: Theatre

Overall GPA: 3.52 / 4.0; Phi Sigma Biology Honor Society

August 2011

Certification: Illinois Type 09 Secondary; Endorsements in Biology, Drama/Theatre

TEACHING EXPERIENCE

Student Teacher, Arvin Sloane High School, Belle Isle, Illinois

Spring 2011

- Observed, assisted and taught 11th grade biology courses.
- Developed lesson plans including special projects for department head. One lesson plan incorporated a visit to the local recycling center and a discussion of the environmental impact of plastic water bottles. Usage of disposable water bottles decreased by 20% among students.
- Established science learning center and led two advanced scientific web research groups.
- Co-organized fall science fair resulting in participation rates among the highest in recent years.

Participant, Teach Around the World Program

Summer 2010

- Spent 14 weeks in workshops and seminars with experienced teachers in the United Kingdom, Romania and Denmark. Learned theoretical and practical teaching methods used in host country educational systems. Assisted in the presentation of selected science lectures to students.

Science Tutor, Romulan Middle School, Riker, Illinois

2007 to 2009

- Tutored students in science, math and physics courses in state government funded program.

ADDITIONAL WORK EXPERIENCE

Various Positions, Dominick's Finer Foods, Inc., Bajor, Illinois

2007 - present

Began as Bagger, promoted to Cashier then Assistant Manager. Supervise and train two high-school age assistants. Troubleshoot, assist customers with special requests, and order all supplies.

PERFORMANCE EXPERIENCE

Member, NEIU Music and Drama Department ensembles

2009 to 2011

- Performed front and back of the theater functions in a range of productions and recitals, gaining experience in both performing and troubleshooting to ensure the success of school events.

SKILLS

Computer: Microsoft Office Word, PowerPoint, Excel; Hyper Chem, ChemOffice, Adobe Photoshop.

Scientific: Atomic absorption, fluorescence and UV-visible spectroscopy. Gas chromatography HPLC, analysis of chemical pollutants, wastewater treatment, and environmental modeling.

Language: Fluent in speaking and reading Russian. Conversational in Polish.

Music: Voice and clarinet.