

SAMPLE ELEMENTARY SCHOOL TEACHER RESUME - FUNCTIONAL FORMAT

JADZIA DAX

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OBJECTIVE

To secure an elementary school teaching position with emphasis on Language Arts and Spanish. Interested in and available to coordinate or supervise extracurricular activities, clubs and field trips.

SUMMARY

Bilingual, technologically savvy educator with high energy level and creativity. Mature adult with three years of experience as co-owner of a day care facility, three years of military service and two years of experience supervising volunteer workers in a non-profit agency.

EDUCATION AND CERTIFICATION

Northeastern Illinois University Teacher Certification Program, Chicago, Illinois
Concentration in Spanish
Cumulative GPA: 3.75 / 4.0

Spring 2012

Peoria State College, Peoria, Illinois
Bachelor of Arts in Early Childhood Education; Minor: English

Fall 2001

Certification: Illinois Type 03 with Middle School and Spanish endorsements

STUDENT TEACHING

Jennifer Lopez Elementary School, Park Ridge, Illinois

Spring 2012

Taught 5th and 6th grades in a culturally diverse school with limited resources available in the classroom, requiring creativity and resourcefulness to enhance the students' educational experience.

- Designed, developed and implemented classroom curriculum, daily and weekly lessons
- Coached student team to achieve 3rd place in area wide "Math Olympics" competition
- Initiated weekly assignments in which students used Spanish and math concepts in everyday situations
- Created innovated assignments using Univision television programming
- Facilitated small group and self-paced learning environments within the classroom
- Implemented a "Career Day Program" for 5th & 6th graders

ADDITIONAL SKILLS AND EXPERIENCE

Technology

- Implemented the use of manipulatives and other hands-on equipment including microscopes, digital cameras and computer software in the classroom
- Pioneered usage of Spanish language software focused on business terminology
- Possess outstanding abilities with Fetch, PageMill and Top Class educational software

Management

- Trained and supervised part-time day care staff; evaluated progress, and wrote formal evaluations
- Supervised platoon in bio-chemical warfare maneuvers under hostile, stressful and unpleasant conditions; received four commendations in 22-month period

Organizational

- Coordinated fund raising event for a Seeing Eye Dog Training Program
- Organized and coordinated daily activities of camp participants

Leadership

- Involved in three military leadership programs
- Supervised and motivated subordinates to complete assigned missions and objectives

EMPLOYMENT HISTORY

Largo Child Care Center, Co-Owner, South Park, Illinois
United States Army, Corporal, Osaka, Japan
Horton's Soup Kitchen Mission, Coordinator, Dayton, Ohio
Outpost Summer Camp, Counselor, Willow Hills, Michigan

2008 - present
2004 - 2007
2002 - 2003
2001 - 2002