

SAMPLE ELEMENTARY EDUCATION RESUME - CHRONOLOGICAL FORMAT

Tony Almeida

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OBJECTIVE

A K-8 teaching position which provides the opportunity to integrate technology into daily lessons; available to organize field trips or sponsor student organizations and extracurricular activities

EDUCATION

Northeastern Illinois University, Chicago, Illinois

Bachelor of Arts with Honors in Elementary Education

Fall 2011

Minor in Language Arts; GPA: 3.72 / 4.0

CERTIFICATION

Illinois Type 03 Elementary with Middle School and Language Arts Endorsements

TECHNOLOGY SKILLS

Productivity: Microsoft Office Suite 2010 (Word, Excel and PowerPoint)

Educational: Geometer's Sketch Pad, Math Blasters, Discoveries, Great Start (Language Arts/Reading), and SmartBoard

TEACHING EXPERIENCE

Student Teacher, First Grade, El Corazon Elementary, Chicago, Illinois

Fall 2011

A diverse urban school with a primarily Mexican and Korean student population

- Developed and executed lesson plans for all curriculum areas
- Implemented the Everyday Math program and portfolio assessment
- Developed a unit on environmental awareness integrating language arts, social studies, and science
- Participated in IEP meetings, parent-teacher conferences, and all staff meetings

Clinical Experience, Fourth Grade, Smith Elementary, Schaumburg, Illinois

Spring 2011

A school environment in which special education students were fully mainstreamed into the classroom, parents had high expectations, and technology was integrated into most curricula

- Developed lesson plans; created a unit on student autobiographies; created bulletin boards; coordinated two field trips and attended all staff meetings

Camp Counselor, Camp Sleeping Wolf, Deep Woods, Wisconsin

Summers, 2009-2010

- Planned arts, crafts and computer lessons for children ages 5-12, taught computing, organized and supervised computer lab and coordinated parent weekends

ADDITIONAL WORK EXPERIENCE

Receptionist, Pediatric Dental Specialists, Morton Grove, Illinois

- Greeted patients, answered telephones, scheduled appointments and implemented a computerized patient record system

2007 - 2009

Various Positions

- Tutor, Child Care Worker, Waiter, Delivery Driver and Retail Salesperson

2004 - 2007

VOLUNTEER WORK

Translator, St Richard's of the Cross Hospital, Mt. Prospect, Illinois

2005 - present