

Alexandra Novak  
Classroom Teacher

Dedicated classroom teacher with over 5 years of experience fostering a love of learning. Proven ability to create engaging lesson plans, support diverse learners, and improve student outcomes.

Committed to nurturing a positive, inclusive classroom environment.

Contact Information:

Phone: +1 (555) 987-6543

Email: alexandra.novak@email.com

LinkedIn: linkedin.com/in/alexandra-novak-edu

License: B

Certificates:

- TEFL/TESOL Certificate (120 hours coursework)
- First Aid Certificate
- Assistant for a Disabled Person

Skills:

- Curriculum development
- Lesson planning
- Teamwork and collaboration
- Time management
- Leadership & communication
- Conflict resolution & critical thinking
- Differentiated instruction

Languages:

- English
- Polish
- German

Work History:

English Tutor

EduMaster, Wyrzysk, Poland (Oct 2024 – Present)

- Introduced basic English vocabulary, phonics, and simple sentence structures.
- Developed early reading and writing skills.
- Created a fun and engaging learning environment.
- Monitored progress and provided feedback to parents/guardians.
- Provided support with school assignments and test preparation.

TK Teacher

Bright Future Public School, San Jose, CA, USA (Jun 2022 – Aug 2024)

- Created age-appropriate lesson plans aligned with state standards.
- Used play as a central element of instruction to promote social, emotional, and cognitive development.
- Tailored lessons for diverse needs including special education and English Language Learners (ELLs).
- Observed students to assess development in language, motor skills, and social abilities.
- Collaborated with teachers, staff, and administrators for a cohesive learning experience.

2nd Grade Humanities Teacher

Rising Star Academy, San Jose, CA, USA (Jul 2021 – Jun 2022)

- Established clear learning objectives to foster academic performance.

- Increased student engagement with student-centered classroom management.
- Created a culturally inclusive environment for student empowerment.
- Built strong relationships with students, parents, and administrators.
- Monitored and documented student performance.

#### Intern English Lector

University of Southern Mississippi, Hattiesburg, MS, USA (Nov 2020 – May 2021)

- Facilitated discussions and interactive activities.
- Organized and led workshops (creative writing, academic writing, public speaking).
- Supported students in developing critical thinking and comprehension skills.
- Maintained records, attendance logs, and progress reports.

#### Track & Field Assistant Coach

University of Southern Mississippi, Hattiesburg, MS, USA (Oct 2021 – Jun 2022)

- Assisted with practice sessions, drills, and feedback.
- Led warm-up and cool-down routines.
- Trained athletes on specific skills and tracked performance metrics.

#### Caregiver for Children with Disabilities

CarePlus, San Jose, CA, USA (Mar 2023 – Jul 2024)

- Assisted with daily living tasks including bathing, dressing, and grooming.
- Supported academic activities tailored to the child's needs.
- Encouraged cognitive development through educational play.
- Communicated with teachers and staff for educational support.
- Provided emotional encouragement and coping strategies.

#### Education:

- Master of Education, University of Southern Mississippi, Hattiesburg, MS, USA
- Bachelor of Anthropology, University of Southern Mississippi, Hattiesburg, MS, USA

#### Awards:

Varsity Athlete, Hattiesburg, MS

- Division I NCAA Track & Field / Cross Country – Five-time varsity letter award (2018–2022)
- Conference USA indoor relay champion (2020, 2022)
- Member of Conference USA Cross Country runner-up team (2019)
- Four-time NJCAA All-American (2016–2018)
- NJCAA 5k runner-up (2016–2019)
- School record holder: mile, 800m, 5000m