

FirstName LastName

Baltimore, MD • (410) 555-5555 • tstudent@students.towson.edu

EDUCATION

Master of Arts in Teaching, Early Childhood
Towson University, Towson, MD
GPA: 4.0/4.0

May 20xx

Praxis I – passed

Praxis II – Elementary Content Knowledge, results pending

Bachelor of Arts, Corporate Communications
Susquehanna University, Selinsgrove, PA
Minor, Business Administration

May 20xx

TEACHING EXPERIENCE

First Grade Teacher Intern

Aug. 20xx-Present

Centennial Lane Elementary School, Ellicott City, MD

- Plan and assess a high-level reading and mathematics class
- Teach an individualized butterfly course for first grade science while meeting Maryland curriculum objectives
- Differentiate social studies and science lessons for groups of third to fifth grade students using visual, auditory and experiential learning

Kindergarten Teaching Intern

Sept. 20xx-Present

Park Elementary School, Baltimore, MD

- Motivate and engage students to learn new vocabulary integrated with music and interactive games
- Engage students in creative thinking and writing integrated with mobile computers in outdoor activities
- Co-teach mathematics lessons with a para-educator
- Implement Vygotsky learning methods by implementing reading, writing and math stations throughout the classroom

One-on-One Reading Teacher

Aug. 20xx-May 20xx

Centennial Lane Elementary School, Ellicott City, MD

- Attended a series of 10 training sessions with reading specialists
- Gave individualized reading instruction to three second graders
- Monitored reading progress through daily journaling activities

RELATED EXPERIENCE

Substitute Assistant Teacher

May-Aug. 20xx

Ashland Preschool Center, Cockeysville, MD

- Supervised children ages three to five by providing small group lessons in kindergarten classrooms
- Supported teachers with Vygotsky methods of experiential education tasks
- Organized recess activities and scheduled snack breaks

Personal Childcare Provider

Sept. 20xx-Dec. 20xx

Self-employed, Cockeysville, MD

- Cared for and attended to an infant and a toddler with in-home services
- Maintained literary rich environments through reading books
- Encouraged early learning experiences for children, such as crawling, walking and talking

COACHING EXPERIENCE

Girls' Soccer Head Coach

Aug.-Dec. 20xx

Hereford High School, Parkton, MD

- Implemented drills, relay techniques and mental coaching tactics for varsity team
- Organized practices and team building sessions daily
- Promoted work ethic while encouraging players to have fun
- Led team to regional level games

Women's Assistant Lacrosse Coach

Sept.-Dec. 20xx

Susquehanna University, Selinsgrove, PA

- Monitored and expanded team through weekend practices and recruitment
- Provided athletes with workout schedules and stick-handling drills

OFFICE MANAGEMENT

Administrative Assistant

Master Security, Inc., Hunt Valley, MD

Jan.-May 20xx

- Collaborated with team of seven to create the design and content of bi-monthly company newsletter
- Updated and maintained company website using Adobe Dreamweaver
- Maintained customer service database using Microsoft Word and Excel

Office Manager

June 20xx-Mar. 20xx

Towson Business Association, Towson, MD

- Revised and updated over 30 company brochures and posters
- Managed contacts and services for magazine press work
- Corresponded with customers, clients and 65 organizations via phone, email, blogging, Facebook, Twitter and LinkedIn

LEADERSHIP EXPERIENCE

President

May 20xx-Aug. 20xx

Public Relations Student Society of America, Baltimore, MD

Captain

Sept.-Dec. 20xx

Susquehanna Women's Varsity Soccer Team, Selinsgrove, PA

Public Relations Chair

Jan.-May 20xx

Teachers of Pennsylvania Society