

CLIENT SMITH

4321 Winding Name Rd., City, ST 54321 ~ 555-447-5555 ~ smithclient@gmail.com

CAREER PROFILE

Driven, focused, and hardworking teaching professional with 22+ years of experience in elementary teaching with a concentration on improving student engagement and comprehension through social, emotional, and academic learning. Strong background in developing unique lesson plans to assist students in strengthening weaknesses and utilizing strengths on an individualized basis. Equipped with a significant level of intuitive and empathetic interpersonal abilities for maintaining positive rapport with students, guardians, and school administration.

KEY COMPETENCIES

Elementary Education • Educational Committee Involvement • Team Leadership • Behavior Management
Curriculum Planning • Training/Coaching • Classroom Technology Tools • NYS Assessment Tests
Complex Problem Solving • Student Engagement • Policy Development • Standards Based Instruction
Lesson Plan Design • Fundraising • Continuing Education Workshops • Committee Involvement

PROFESSIONAL EXPERIENCE

NAME ELEMENTARY SCHOOL, CITY, ST 1990-2008

Elementary School Teacher (1st, 3rd, 4th Grade)

- Managed day to day classroom operations within an elementary school setting with a focus on increasing student engagement and comprehension levels
- Designed and implemented innovative lesson plans, created comprehensive assignments, and identified individual learning needs of students
- Supervised Classroom Assistants (both elementary and special education) on a daily basis, attended yearly training courses, and played a lead role in grading NYS assessment tests
- Member of several committees which included the Early Literacy and Language Committee, Elementary Curriculum Council, District Curriculum Council, Building Committee, and Interview Committee

NAME ELEMENTARY SCHOOL, CITY POINT, ST 1986-1990

1st Grade Teacher

- Developed and facilitated lesson plans for 1st Grade class covering Reading, Writing, Math, Social Studies, and Health; incorporated Whole Language concepts into the Reading curriculum
- Monitored student progress and adapted curriculum to meet individual student needs; communicated with other faculty and family members to optimize student outcomes
- Served as Grade Chairman responsible for preparing annual budget and coordinating grade meetings
- Selected as a Master Teacher entrusted with supervising and mentoring a student teacher

VOLUNTEER EXPERIENCE

Volunteer, NAME ELEMENTARY SCHOOL, CITY, NY 2016-2017

- Supported a Kindergarten classroom which included supporting projects and reinforcing concepts with small groups of students

Volunteer/Parents' Club Co-President, NAME ELEMENTARY SCHOOL, CITY, ST 2008-2013

- Coordinated daily classroom operations which included leading the implementation of the Columbia University Readers and Writers Project
- Acted as Treasurer of the Wagner Ranch Parent's Club which required superior analytical abilities in addition to acting as Club Co-President

eScrip Chairperson, ORINDA INTERMEDIATE SCHOOL, CITY, ST 2009-2012

Freshman Class Advisor, MIRAMONTE HIGH SCHOOL, CITY, ST 2012-2013

EDUCATION

Master's Degree in Reading, STATE UNIVERSITY OF NEW YORK AT CORTLAND 1990

Bachelor of Science in Elementary Education, STATE UNIVERSITY OF NEW YORK AT CORTLAND 1986