

Jon Smith

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Objective: An elementary school teaching position

Experience: *Elementary English School* *Houston, TX*

Teacher's Aide in English and History 1999 to Present

- ♦ Planned, prepared and developed various teaching aids, such as worksheets, bibliographies, charts and graphs.
- ♦ Typed material and operated duplicating equipment to reproduce instructional materials.
- ♦ Assisted students, individually and in groups, with assignments to present and reinforce learning concepts.
- ♦ Operated audio-visual equipment such as film and slide projectors and tape recorders.
- ♦ Graded homework and examinations not involving essay questions.
- ♦ Recorded grades, attendance and problematic student behavior.
- ♦ Participated in parent-teacher conferences.
- ♦ Helped maintain order in classroom and on school grounds.

Self-Employed *Houston, TX*

Tutor 1996 to 1999

- ♦ Tutored high school students in English and history based on referrals from teachers in local high schools.
- ♦ Developed relationships with students' teachers to assure correct emphasis in tutoring.

Capabilities: ♦ Teaching: Able to give instructions and lessons enabling others to learn something using explanation, demonstration and supervised practice.

♦ Working with others: Enjoy working with other people. A good team builder, bringing energy and enthusiasm into group efforts. Enjoy encouraging others and developing rapport.

♦ Developing ideas: Adept at creating order out of chaos. Able to take a thought from the idea stage through to completion.

♦ Scheduling: Able to prepare coordinated, timed lesson plans, which entails making arrangements for events and processes as well as making sure goals and promises are delivered on time.

♦ Researching: Have undertaken careful, systematic study and investigation in the field of education.

- Achievements:*
- ◇ Prepared lesson plans, demonstrations, examinations and activities for a class of fourth- and fifth-grade students.
 - ◇ Nominated for Georgia Teacher of the Year.
 - ◇ Prepared and presented in-services on subject of whole language.
 - ◇ Restored order to a classroom of fifth-grade students who had a series of substitute teachers.
 - ◇ Selected as Science and Health Coordinator.
 - ◇ Portrayed life in 1726 in a living history center, creating authentic patterns and garments, perfecting recipes and cooking over an open fire.
 - ◇ Coordinated trips, planned games and weekly units for ages six weeks to 12 years in a day care center.

Education:

<i>NEW COLLEGE</i>	<i>Houston, TX</i>
Associate of Arts in English	1996
◇ Took several education courses.	
◇ Earned 3.5 grade point average.	

<i>ANDREW HIGH SCHOOL</i>	<i>Houston, TX</i>
High School Diploma	1992
◇ On Honor Roll for five semesters.	

References: Available upon request