

Jon Smith

123 Elite Estate,
Houston, TX 77036
(713) 123-4567
jon@abc.com

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:

NEW COLLEGE

Houston, TX

Associate of Arts in English

1996

- Took several education courses.
- Earned 3.5 grade point average.

ANDREW HIGH SCHOOL

Houston, TX

High School Diploma

1992

- On Honor Roll for five semesters.

References: Available upon request