

Jon Smith
123, Elite Estate
Houston, TX 77036
(713) 123-4567
jonsmith@mail.com

Objective: A position as teacher's aide in a public secondary school.

Highlights

Speak Spanish fluently and specialized in assisting Spanish-speaking students.
Maintained excellent rapport with teachers, students and parents.
Assisted numerous students in building self-confidence, mastering material and improving their grades.
Earned commendations from teachers.

Experience

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|--------------------------------|---|-------------|
| September 1994
to Present | Elementary English School
<i>Teacher's Aide in English and History</i> <ul style="list-style-type: none">• 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. | Houston, TX |
| September 1991
to July 1994 | Self-Employed
<i>Tutor</i> <ul style="list-style-type: none">• 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. | Houston, TX |

Education

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| New College
<i>Associate of Arts in English</i> <ul style="list-style-type: none">• Took several education courses. | Houston, TX |
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- Earned 3.5 grade point average.

Andrew High School
High School Diploma

Houston, TX

- On Honor Roll for five semesters.

References: Available upon request