

Jon Smith
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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

Elementary English School Houston, TX
Teacher's Aide in English and History September 1994 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 September 1991 to July 1994

- ◆ 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.
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Education

New College Houston, TX
Associate of Arts in English

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

Andrew High School Houston, TX
High School Diploma

- ◆ On Honor Roll for five semesters.
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References

Available upon request
