

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: 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.

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.

References: Available upon request