

Karen Griffith

123 Waterwood Drive
New York
999-99-9999
karengriffith@xyz.com

Objective: Interested in the position of an Adult Education Teacher, with a leading school/college.

Highlights:

- Designed class in American citizenship that was used as a model of effective new teaching strategies.
- Served on Center's curriculum committee.
- Completed English-as-a-Second-Language courses in order to more effectively teach non-native English speakers.
- Speak Spanish fluently.
- Excellent record of students passing my courses and continuing their studies.

Experience:

BMC Adult Education Center
Adult Education Teacher

New York
3/3/2005 to Present

- Instructed out-of-school youth and adults in American history, American government and citizenship.
- Taught basic courses in American history, principles, ideas and customs for foreign-born students.
- Prepared outline of instructional program, developed syllabus and assembled material to be presented.
- Presented lectures and led discussions and activities to increase students' knowledge and ability to apply learning practically.
- Taught study skills and peer-training and review techniques.
- Graded students on projects, class participation and tests.

New York City Adult Education Center
Administrative Assistant

New York
3/2/2000 to 3/3/2005

- Word-processed teaching materials for instructors.
- Word-processed copy for course catalogs.
- Updated database of students, coursework and grades.

Education:

State University of New York
Bachelor of Arts in Adult Education
Graduated cum laude.

New York
2000

References: Available upon request