

*Karen Griffith*

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*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* *New York*  
Adult Education Teacher 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* *New York*  
Administrative Assistant 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* *New York*  
Bachelor of Arts in Adult Education 2000  
Graduated cum laude.

*References:* Available upon request