

Jamie Simpson

123 Corral Street

New York

999-999-9999

jamiesimpson@xyz.com

Objective: Interested in the position of an Environmental Science Teacher with a leading school.

Experience: Berkshire High School New York
Environmental Science Teacher 3/3/2007 to Present

- Selected and obtained materials and supplies such as textbooks and laboratory equipment.
- Compiled bibliographies of specialized materials for outside reading assignments.
- Compiled, administered, and graded examinations, and assigned this work to others.
- Advised students on academic and vocational curricula, and on career issues.
- Prepared and delivered lectures to undergraduate and graduate students on topics such as hazardous waste management, industrial safety, and environmental toxicology.
- Kept abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- Maintained regularly scheduled office hours in order to advise and assist students.
- Maintained student attendance records, grades, and other required records.
- Initiated, facilitated, and moderated classroom discussions.
- Prepared course materials such as syllabi, homework assignments, and handouts.
- Supervised students' laboratory and field work.
- Supervised undergraduate and graduate teaching, internship, and research work.
- Acted as advisers to student organizations.
- Planned, evaluated, and revised curricula, course content, and course materials and methods of instruction.
- Performed administrative duties such as serving as department head.
- Wrote grant proposals to procure external research funding.
- Served on academic and administrative committees that dealt with institutional policies, departmental matters, and academic issues.
- Participated in student recruitment, registration, and placement activities.
- Provided professional consulting services to government and industry.

- Evaluated and graded students' class work, laboratory work, assignments, and papers.
- Conducted research in a particular field of knowledge, and published findings in professional journals, books, and electronic media.
- Participated in campus and community events.
- Collaborated with colleagues to address teaching and research issues.

Education: State University of New York New York
Bachelors Degree in Environmental Science 2007

References: Available upon request