



Following are excerpts from resumes of past students majoring in Elementary Education. These selections are listed to help you generate ideas. It is strongly recommended that you do use excerpts word-for-word in your own resume.

OBJECTIVE

Enthusiastic and passionate teacher seeking opportunity for growth as an individual and educator.

Spanish speaking teacher seeking position teaching at the elementary level in an urban school.

EDUCATION

Master of Science in Teaching, Learning and Leadership May 2013
Option: Special Education
Oklahoma State University – Stillwater, Oklahoma

Bachelor of Science in Elementary Education
Minor in Leadership
Oklahoma State University – Stillwater, Oklahoma
Anticipated May 2013

Associate of Science, Elementary Education May 2009
Tulsa Community College Tulsa, Oklahoma

Study Abroad – Siena Italian Studies Summer 2010
International Center for Intercultural Exchange – Siena, Italy

CERTIFICATION & TRAINING

Oklahoma State Teaching Certificate Anticipated May 2013
Subject Areas: **Elementary Education, Middle Level/Intermediate Mathematics**

Subject areas listed are names of OSAT exams taken (or anticipated completing before hire).

Parateacher Certificate November 2011
Tulsa Community College – Tulsa, Oklahoma

- OSHA Training
- Non-Violent Crisis Intervention Training
- Project Learning Tree
- Common Core Standards Workshop
- Ag in the Classroom Training
- Science Module Training
- Suicide Prevention Certification
- Project WILD Certified
- Project WET Certified
- Great Expectations (Upper Elementary Methodology)

TEACHING EXPERIENCE

Clinical Practice Internship (Student Teaching)

Date XXXX

Highland Park Elementary – Stillwater, Oklahoma

- Facilitated Math Investigations and Inquiry-based Science Curriculum.
- Used Responsible Thinking Process (RTP) to manage classroom.
- Created and prepared lesson plans aligned with common core standards and district curriculum
- Instructed whole class, small groups, and individual students

Student Teacher/ExCEL Program Participant

Date XXXX

Westwood Elementary School – Stillwater, Oklahoma

- Participated in ExCEL program, which permitted placement in 1st grade classroom for a full school year, observing then student teaching.
- Created daily lesson plans for subjects including spelling, phonics, social studies, art, and mathematics.
- Modified lesson plans to fit the needs of all students.
- Led small group and whole group reading.
- Participated in parent/teacher conferences and staff meetings.

Clinical Practice Internship

Date XXXX

Skyline Elementary School – Stillwater, OK

- Created interactive math, science, social studies, and reading lesson plans for 3rd grade students
- Utilized a classroom behavior chart to monitor student behavior
- Kept in contact with parents using a parent/teacher communication notebook
- Modified curriculum for LD student
- Assessed students using Literacy First Program

Student Teacher

Date XXXX

Webster Elementary School – Downton, Oklahoma

- Planned and taught literacy units based on a novel and on short stories incorporating spelling, grammar, vocabulary, writing strategies, editing activities, and reading skills
- Created and integrated unit based around Native American tribes and regions involving literacy, science, social studies, and visual arts
- Encouraged inquiry based learning, especially in math investigations and science modules
- Conducted AIMS web assessments

Middle School Observation, Stillwater Middle School – Stillwater, Oklahoma

Date XXXX

- Observed how to stock and prepare a classroom for the first day of school
- Administered make-up spelling and reading tests to 5th grade students with special needs
- Observed a 5th and 7th grade classroom and helped with daily assignments

Clinical Experience, Highland Park – Grover, Oklahoma

Date XXXX

- Observed middle level Spanish classroom; recorded experiences and reflections
- Gained insight and teaching ideas through observation, lesson planning, and presentations

Tutor, OSU Reading and Mathematics Center – Stillwater, Oklahoma

Date XXXX

- Assessed elementary students to determine reading and math levels
- Created lesson plans based on assessments to improve weak areas
- Developed math lessons appropriate for the learning styles of students who tested below grade level

Observation, St. Joseph's School – Enid, Oklahoma

Date XXXX

- Helped teacher prepare for school year by organizing and decorating room and making nametags
- Assisted during meet-the-teacher night by greeting new students and parents
- Observed and aided cooperating teacher for half of a school day at the start of the year

TEACHING EXPERIENCE

Field Experience – Pratt Elementary School (Sand Springs, Oklahoma) Date XXXX

- Observed 4th grade classroom in a Title I, Blue Ribbon School
- Worked with low-level readers in small group setting
- Implemented career awareness unit with lessons in multiple subject areas
- Discussed lesson planning with team teachers and designed activities to increase comprehension and fluency

Child Program Assistant – OSU Family Resource Center (Stillwater, Oklahoma) Date XXXX

- Write and implement developmentally appropriate lesson plans for children ages 2-17
- Taught students in areas of math and logical thinking, language arts, science, teambuilding, dramatic play, creative arts, and music and movement
- Developed understanding of language barriers and cultural differences while remaining respectful of the culture from which the family came (mostly Arabic speaking families)
- Managed discipline of children and communicated with parents frequently

Teacher's Assistant – Peters Elementary School – Tulsa, Oklahoma Date XXXX

- Observed interactions between students and teacher in a third grade classroom
- Graded homework and learned different assessment techniques

Summer School Teacher Date XXXX

Apples Elementary School – Appleton, Oklahoma

- Taught nontraditional, enriched curriculum such as historic musicians and artists, positive group skills, and strategy techniques through board games
- Coached, choreographed, and directed end-of-summer talent pageant

Substitute Teacher – Stillwater Public Schools (Stillwater, Oklahoma) Date XXXX

- Supervised students at lunch, recess, and in the classroom.
- Explained how to complete assignments and assisted students one-on-one.

Read Across America Volunteer, Highland Park Elementary – Stillwater, Oklahoma Date XXXX

- Read Dr. Seuss books aloud to students.
- Facilitated discussion about conservation and shared activities with students.

Camp Counselor Date XXXX

Happy Campers Camp – Somerville, Arkansas

- Supervised eight teenage girls in cabin; enforced rules and regulations
- Discussed life challenges and developed supportive relationships

Private Nanny – Tulsa, Oklahoma Summer XXXX

- Cared for children (ages 3-11)
- Provided a nurturing and dynamic environment by using positive reinforcement and facilitating developmentally appropriate activities

Sunday School Teacher Date XXXX

Sunnyside Baptist Church – Holly, Oklahoma

- Taught lessons using provided curriculum
- Created activities to help students apply principles to their daily lives

Camp Leader Date XXXX

Camprocks Girl Scout Camp – San Diego, California

- Mentored and encouraged eight girls to help build confidence and self-esteem
- Supervised campers in activities such as archery, canoeing, arts & crafts, and scrapbooking

TEACHING EXPERIENCE

Daycare Teacher. Super Kids Childcare Center – Stillwater, Oklahoma Date XXXX

- Supervised and monitored the safety of children (aged 2-3)
- Prepared meals and organized mealtimes and snacks for children
- Developed schedules and routines to keep children’s behavior stable
- Organized activities for children to learn about the world and explore interests

Assistant Coach – YMCA (Stillwater, OK) Date XXXX

- Planned, organized, and conducted practice sessions
- Instructed athletes on proper techniques and game strategies

Study Abroad - Belize Literacy Program Summer XXXX

St. Harry’s Primary School - Belize City, Belize

- Worked with instructors to develop literacy lessons
- Met with students after school to discuss and write poetry

Intern. INSPIRE Youth Ministry – Kay, Texas Date XXXX

- Helped develop, design, coordinate, and lead programs for youth
- Created promotional material for youth camp

Volunteer, Library Summer Book Program Date XXXX

Newton Public Library – Newton, Oklahoma

- Read books to small groups of children and recommended skill level appropriate books
- Worked with student volunteers recording books read and answering questions

Swim Instructor Date XXXX

Campbell Parks & Recreation – Campbell, Colorado

- Taught competitive and non-competitive swimming techniques
- Demonstrated stroke techniques and encouraged good sportsmanship

Volunteer – Multi Arts Center (Stillwater, Oklahoma) Date XXXX

- Distribute materials and supplies to students
- Assist teacher with instruction and helped students with clean up

Facilitator – Oklahoma Wondertorium Children’s Museum (Stillwater, Oklahoma) Date XXXX

- Interact with children to facilitate interactive exploration of exhibits
- Greeted guests and served as a resource to museum visitors
- Stage, restage, clean and repair exhibits and props

Dance Instructor Date XXXX

Nancy’s Dance Studio – Weatherly, OK

- Demonstrate new and emerging types of dance to advanced dancers
- Create and modify choreography for dance groups

HONORS

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| <ul style="list-style-type: none">▪ Dean’s Honor Roll▪ President’s Honor Roll▪ National Society of Collegiate Scholars▪ Kappa Delta Pi▪ Kappa Kappa Iota | <ul style="list-style-type: none">▪ Phi Eta Sigma▪ Sigma Alpha Lambda▪ Golden Key Honor Society▪ Order of Omega Honor Society |
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PROFESSIONAL ASSOCIATIONS

Student Oklahoma Education Association (SOEA)
National Education Association (NEA)
National Science Teachers Association (NSTA)
American Association of University Women (AAUW)
National Council of Teachers of Mathematics (NCTM)
National Council of Teachers of English (NCTE)
International Reading Association (IRA)

CAMPUS ACTIVITIES

Intramurals
President's Leadership Council
Student Today, Alumni Tomorrow (STAT)
Sorority/Fraternity
Student Council
Camp Cowboy
Orientation Leader

COMMUNITY EXPERIENCE

- | | |
|-----------------------------|----------------------|
| ➤ Big Brothers, Big Sisters | ➤ Relay for Life |
| ➤ Special Olympics | ➤ Big Event |
| ➤ Humane Society | ➤ Up 'til Dawn |
| ➤ Reading Buddy | ➤ Into the Streets |
| ➤ Hospice | ➤ The Saville Center |
| ➤ Mission Trip | ➤ Harvest Carnival |
| ➤ Turning Point Ranch | |
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OTHER WORK EXPERIENCE

Residential Advisor
Orientation Leader
Cheerleading Camp

ADDITIONAL INFORMATION

American Sign Language (Level: Intermediate-Low)
