

# JANE DOE

## Resume

### about me

An organized professional with proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

### contact



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Linkedin.com/in/username

### EDUCATION

#### B.S. GENERAL EDUCATION

*University of Illinois  
Chicago, IL  
2011 - 2013*

#### A.A. MASS COMMUNICATION

*University of Illinois  
Chicago, IL  
2009 - 2011*

### SKILLS

Excellent With Children  
Teaching Assistance Expert  
Communication Skills  
Interpersonal Skills  
Time Management Skills  
MS Office Suite  
Modern Classroom Technology

### CERTIFICATIONS

#### TEACHING ASSISTANT COURSE

*Adult Education Centre  
Chicago, IL / 2017*

#### CELTA (Certificate In Teaching English To Speakers Of Other Languages)

*Cambridge CELTA Course Online  
2016*

## professional experience

2015 - Present

#### ENGLISH TEACHER / *Beach Elementary School, Jacksonville, FL*

- Met parents and school governors; maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist students to prepare for examinations in a 2,500+ student school
- Assess and look after 150+ students' progress throughout the term and work closely with other staff to efficiently plan and coordinate work
- Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects

2011 - 2015

#### TEACHING ASSISTANT / *Mount Hill Secondary School, Jacksonville, FL*

- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance
- Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students