

Elementary Teacher

admin@mscd.optimalresume.com

303-000-0000

Education

Metropolitan State University of Denver, Denver, CO
Bachelor of Arts in Communication, May 2007
GPA: 3.9/4.0

Honors & Awards

Magna Cum Laude, Dean's list (6 of 8 semesters)
Omicron Delta Kappa, National Leadership Honors Society
Collegiate Leadership Internship Program Grant August 2006
The Mark McNasby Leadership Award April 2009

Skills & Qualifications

Bilingual (English and Spanish). Proficient in Microsoft Office tools (Word, PowerPoint, Outlook, and Excel).

Student Teaching

Las Cruces Elementary School Las Cruces, NM
Substitute Creative Writing Teacher

1/2009 - 6/2009

- Strengthened student's writing, and analytical skills by developing team-based word guessing games. This introduced an element of fun and challenge, while helping with vocabulary.
- Motivated students and encouraged interaction by story telling. Tutored and mentored students after hours and worked closely with parents on the management of their child's homework assignments.
- Created clear, and comprehensive rubrics for students to use as guides for all work completed to best assess student work.

Other Work Experience

Walt Disney World Orlando, FL
Greeter

Summer, 2007

- Assisted guests with directions and provided guidance on attractions. Given the Outstanding Guest Care Award for July, 2007.

The Waltham Family Las Cruces, NM
Private Tutor

9/2007 - Present

- Provide one-on-one tutoring for a special needs child. Assist with homework and test preparation. This child has gone from a D average to B+, and made the honor role for the first time for the Spring semester.

Volunteer Activities

Jefferson County Relay for Life, *Organizer* 2006, 2007, 2008
Las Cruces Little League, *Umpire*, 2008
Phi Kappa Tau National Fraternity, *Facilitator*
APU Alumni Association, *Fundraiser*

Joan R. Smith

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PROFILE

SECONDARY SCHOOL TEACHER & COACH

Language Arts, ESOL, Alternative Education, Special Education

- Educator with 10+ years' experience in the design, development and instruction of innovative programs, curricula and instructional methodologies.
- Successful across a broad cross-section of student populations, from at-risk learners in a large public school system to high-achievers at an affluent private school.
- Active member, leader and contributor to each academic community.

Qualifications include:

- Educational Programming & Design
- Coaching, Team Building & Team Leadership
- Parent/Teacher/Administrator Conferencing
- Fundraising, Public Relations & Publicity
- Instructional Resources & Learning Aids
- Special Events Planning & Administration
- Student/School Needs Assessment
- IEP Design & Implementation

EDUCATION

Provisional License requirements with Endorsement in Secondary Mathematics

Metropolitan State University of Denver; Denver, CO anticipated May 2017

B.A., English, Metropolitan State University of Denver 2015

- Research Fellowship in Writers of the American Renaissance
- National Leadership Fraternity; Student Government Cabinet

Recent Continuing Professional Education:

- CO Annual TESOL Conference, Symposia for Teachers of English to Speakers of Other Languages, 2009
- Graduate Studies in ESOL Curriculum & Methods, Cheyenne University, Cheyenne, WY, 2007
- Classroom Leadership, Central Colorado Community College, Davenport, CO, 2006

PROFESSIONAL TEACHING EXPERIENCE

Teacher - ESOL, Special Education and Alternative Education 2011 to Present

Bland County Public Schools, Denver, CO

Member of professional teaching staff of 8000-student public school system.

ESOL (K-12) Teacher

Direct student assessment, placement, curriculum development, instruction and administration of ESOL program at eight County schools.

- **Alternative Education/GED Teacher.** Teach General Educational Development class for at-risk students. Subject areas include Writing, Social Studies, Sciences, Literature and Mathematics.
- **Special Education Teacher.** Teach grade-level curricula for vocational school, alternative education and homebound students with learning disabilities and behavioral problems. Developed/taught study skills program to Vo-Tech students at the County's Science & Technology Center.

Teacher - English Literature and Composition / Coach

2003 to 2005

St. Henry School, Boulder, CO

Taught 9th, 10th and 12th grade English Literature and Composition at this affluent private boys' school; active member and contributor to community

- Head coach of varsity soccer and coach of JV lacrosse. Organized rugby team.
- Sponsored Students' Outdoor Club and planned hiking, rock-climbing and other recreational activities.
- Appointed Ad Hoc Cultural Affairs Coordinator responsible for coordinating off-campus cultural events.
- Managed on-campus woodworking shop, all tools and equipment and student safety programs.

COACHING AND ATHLETIC EXPERIENCE**Coach & Coordinator**

2009-present

Bland County Special Olympics

- Transitioned program from strictly track & field into county-wide youth and adult program with year-round athletics
- Introduced basketball, gymnastics, power-lifting, swimming, softball and equestrian events
- Directed volunteer recruitment and training, special event planning, public relations, fundraising and all administrative functions

Competitive Rugby Player/Captain/Tournament Director, University of Colorado 2009-2015

Youth Soccer Coach/Trainer, Bland County, CO 2013-2015

Coach & Referee, Division III Men's and Collegiate Men's and Women's Tournaments 2015

Soccer Coach, St. Henry School – Led team to 1st winning season in 10 years 2014

Affiliations

- Member, State of Colorado Teachers of English for Speakers of Other Languages 2014-present
- Building Representative, National Education Association 2013-2014
- Delegate, Colorado Education Association 2013
- Member, Thespian Society (active in local adult and children's theater) 2012-present