

# FirstName LastName

tstudent@internetprovider.com

Towson, MD • (410) 555-5555

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<b>Education</b>	Master of Arts in Teaching, Early Childhood Towson University, Towson, MD <ul style="list-style-type: none"><li>GPA: 4.0/4.0</li></ul> Praxis I – passed Praxis II – Elementary Content Knowledge, results pending	May 20xx
	Bachelor of Arts, Corporate Communications Susquehanna University, Selinsgrove, PA <ul style="list-style-type: none"><li>Minor, Business Administration</li></ul>	May 20xx
<b>Teaching Experience</b>	<b>First Grade Teacher Intern</b> Centennial Lane Elementary School, Ellicott City, MD <ul style="list-style-type: none"><li>Plan and assess a high-level reading and mathematics class</li><li>Teach an individualized butterfly course for first grade science while meeting Maryland curriculum objectives</li><li>Differentiate social studies and science lessons for group of third to fifth grade students using visual, auditory and experiential learning</li></ul>	Aug. 20xx-Present
	<b>Kindergarten Teaching Intern</b> Park Elementary School, Baltimore, MD <ul style="list-style-type: none"><li>Motivate and engage students to learn new vocabulary through the use of music and interactive games</li><li>Engage students in creative thinking and writing through the use of mobile computers in outdoor activities</li><li>Co-teach mathematics lessons with a para-educator</li><li>Implement Vygotsky learning methods by implementing reading, writing and math stations throughout the classroom</li></ul>	Sept. 20xx-Present
	<b>One-on-One Reading Teacher</b> Centennial Lane Elementary School, Ellicott City, MD <ul style="list-style-type: none"><li>Attended a series of 10 training sessions with reading specialists</li><li>Gave individualized reading instruction to three, second graders</li><li>Monitored reading progress through daily journaling activities</li></ul>	Aug. 20xx-May 20xx
<b>Related Experience</b>	<b>Substitute Assistant Teacher</b> Ashland Preschool Center, Cockeysville, MD <ul style="list-style-type: none"><li>Supervised children ages three to five by providing small group lessons in kindergarten classrooms</li><li>Supported teachers with Vygotsky methods of experiential education tasks</li><li>Organized recess activities and scheduled snack breaks</li></ul>	May-Aug. 20xx
	<b>Personal Childcare Provider</b> Self-employed, Cockeysville, MD <ul style="list-style-type: none"><li>Cared for and attended to an infant and a toddler with in-home services</li><li>Maintained literary rich environments through reading books</li><li>Encouraged early learning experiences for children, such as crawling, walking and talking</li></ul>	Sept. 20xx-Dec. 20xx

**Coaching  
Experience**

**Girls' Soccer Head Coach** Aug.-Dec. 20xx  
 Hereford High School, Parkton, MD

- Implemented drills, relay techniques and mental coaching tactics for varsity team
- Organized practices and team building sessions daily
- Promoted work ethic while encouraging players to have fun
- Led team to regional level games

**Women's Assistant Lacrosse Coach** Sept.-Dec. 20xx  
**Susquehanna University**, Selinsgrove, PA

- Monitored and expanded team through weekend practices and recruitment
- Provided athletes with workout schedules and stick-handling drills

**Office  
Management**

**Administrative Assistant** Jan.-May 20xx  
 Master Security, Inc., Hunt Valley, MD

- Collaborated with team of seven to create the design and content of bi-monthly company newsletter
- Updated and maintained company website using Adobe Dreamweaver
- Maintained customer service database using Microsoft Word and Excel

**Office Manager** June 20xx-Mar. 20xx  
 Towson Business Association, Towson, MD

- Revised and updated over 30 company brochures and posters
- Managed contacts and services for magazine press work
- Corresponded with customers, clients and 65 organizations via phone, email, blogging, Facebook, Twitter and LinkedIn

**Leadership  
Experience**

**President** May 20xx-Aug. 20xx  
 Public Relations Student Society of America, Baltimore, MD

**Captain** Sept.-Dec. 20xx  
 Susquehanna Women's Varsity Soccer Team, Selinsgrove, PA

**Public Relations Chair** Jan.-May 20xx  
 Teachers of Pennsylvania Society