

Sample Elementary Education Resume

Amanda C. McDonald

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Local Address:

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Education/Licensure:

Master of Science, Wheelock College, Boston, MA
Elementary Education

Anticipated Graduation 5/2009

Bachelor of Arts, Wheelock College, Boston, MA
Major: Humanities/History; Concentration: Elementary Education

5/2005

Licensure

- Connecticut, Elementary Education #111111
- Massachusetts, Elementary Education, Preliminary License #222222

Cardio Pulmonary Resuscitation (CPR) Certified
First Aid Certified

Expires 6/2008
Expires 6/2008

Education Experience:

Teacher, Sanchez Elementary School, Hartford, CT

9/2005-5/2007

- Taught a class of 24 second-grade students in an urban environment.
- Planned and implemented age appropriate lesson plans for a collaborative classroom.
- Adapted curriculum to meet the needs of various students including: strong use of visual schedules and models, highlighter markers, dotted letters, enlarged books, teacher modeling, and behavior charts.
- Taught as part of a collaborative group along with a Special Education teacher, Occupational Therapist, Speech Therapist, and a paraprofessional.
- Participated in I.E.P meetings.
- Actively participated in faculty meetings regarding curriculum redesign.
- Created and wrote newsletter for parents to keep them updated on class events and the progress of their child; conducted parent-conferences.
- Provided a monthly written report to the principal on the progress of the class.

Student Teacher, Agassiz Elementary School, Jamaica Plain, MA

1/2004-5/2004

- Created and applied lesson plans for 20 fifth grade students in a diverse, inclusive classroom setting.
- Created a curriculum unit based on the standards for Massachusetts public school systems and the standards for the Agassiz school.
- Integrated Massachusetts Comprehensive Assessment System (MCAS) standards into each lesson plan.
- Presented developmentally appropriate and stimulating teaching materials, including math manipulatives and literature, across all content areas and adapted all lessons to meet students' needs.
- Maintained a safe classroom atmosphere by using a rewards/consequences system.
- Worked in partnership with other specialists to ensure that every students' academic needs were met and that each student was progressing at grade level.

Student Teacher, Pierce School, Brookline, MA

9/2003-12/2003

- Familiarized self with the curriculum standards and school environment.
- Assisted 21 students individually and in small groups during lessons.
- Planned and taught two separate lessons on poetry and the children's novel, In the Year of the Boar and Jackie Robinson, based on the Massachusetts curriculum standards.

Intern, Lawrence Extended Day Program, Brookline, MA

1/2003-5/2003

- Assisted with supervision of 25 fourth and fifth grade children during after-school activities, including homework, art, reading, and outdoor activities.
- Observed and recorded the physical, social, emotional, and cognitive development during adolescence.

Intern, Transportation Children's Center, Boston, MA

9/2002-12/2002

- Monitored and assessed one 3-year-old child in all of the growth domains: physical, social, emotional, linguistic, and cognitive.
- Evaluated characteristic behaviors of a pre-school child according to developmental norms.

Related Experience:

Playground Supervisor, Albany Parks and Recreation, Albany, NY

6/2003-8/2003

- Established a caring and safe environment for children ages 5 to 12.
- Designed activities, including arts and crafts and dramatic play, which promoted children's creativity.
- Communicated with staff, parents, and other professionals to ensure children's safety.

Student Advisor, Wheelock College, Boston, MA

9/2002-5/2003

- Collaborated with faculty to team-teach freshman seminar course about abnormal psychology.
- Organized social events, including movie nights and pizza parties, to support new students' transition to college.
- Coordinated group sessions to help students with course selection and provide individual assistance with courses.

Skills:

- Microsoft Word & PowerPoint
- Internet Research

References Available Upon Request.