

Sample Resume – Education

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Joanne Smith

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EDUCATION

2013-current **Bachelor of Education (Honours):** Monash University
Majors: Primary Education and Psychology / Welfare
Achieved Distinction average

2011 **Integration Aide – Level 1:** Scope (Vic) Ltd

2010 **Associate Diploma in Welfare Studies:** Monash University

2000 **Victorian Certificate of Education:** John Paul College

ACADEMIC ACHIEVEMENTS and AWARDS

2015 Member Monash Golden Key International Honour Society, offered to the top 15% of Monash University academic achievers

2014 Awarded Monash University Education Faculty Scholarship for outstanding academic success

PRACTICAL TEACHING PLACEMENTS

2015 Princeton Primary School (Internship 40 days) Grade 2-3

2014 Sherwood Primary School (15 days) Grade 5-6

2013 Kings Primary School (15 days) Grade 3-4

2012 Meadowfield Primary School (10 days) Grade 1-2

PROFESSIONAL DEVELOPMENT

2015

- Delivered Understanding Giftedness workshop to colleagues: Princeton Primary School
- Observation: Collingwood Gardens Stephanie Alexander Kitchen
- Problem Based Learning PD: Catholic Regional Office
- Victorian Essential Learning Standards (VELS) Assessment and Reporting: Monash University
- Principles of Learning Standards (PoLTS): Monash University
- Diabetes and EpiPen PD: Princeton Primary School
- Healthy Eating PD Go For Your Life: Princeton Primary School

2014

- Integration Support Literacy and Numeracy - Module 4 and 5: Bilcote Educational Services
- Gifted Education Differentiated Programs: Gifted Education Research, Resource and Information Centre (GERRIC)
- Understanding Culturally Diverse Learning: The Education Alliance

2013

- Social Values and Family Issues: Department of Education and Workplace Relations

2012

- You Can Do It PD: Meadowfield Primary School
- ICT In-services: Monash University
- A Framework for Understanding Poverty: Social Solutions
- Sociology of Children: Monash University short course
- Sociology of the Family: Monash University short course
- Behavioural Challenges and Special Needs: About.Com – Special Needs Children

EMPLOYMENT

2010-current

Tutor: Self Employed

Tutored primary and secondary children in:

- Math: covering key skills areas from basic levels with numbers at primary level to secondary in such skills as fractions, statistics, ratios, algebra and calculus
- English: language development and literacy
Liaised with parents and schools regarding students' needs and developing individualised programs basing the outcomes according to VELS

2012

Volunteer: Jellop Primary School

- Assisted four children with literacy skills, particularly in regards to spelling and phonics

2009-2011

Teacher Assistant and Integration Aide: Smithville Primary School

- Supported a group of four children with ADHD (an area of particular interest)
- Aided a child with Asperger's syndrome to develop language skills, vocabulary and ability to express himself emotionally

2005-2008

Raised a family while working casually in retail

2001-2002

Full-time Instructor: Silver Adult Training Centre, Johnsonville

- Developed and implemented programs and action plans,
- Met with parents, carers, staff and specialised professional bodies at centre and home visits
- Liaised with families regarding truancy
- Developed and implemented individualised programs and general service plans covering: independent living skills, literacy, numeracy, finance, hygiene, art and sport. Plans demonstrating in-depth knowledge of both physical and intellectual disabilities

REFEREES

Jane Smith

Principal

Princeton Primary School

Email: janesmith@princetonps.gov.vic.au

Ph: 03 9509 5555 (Bus), 9509 5555 (H)

- Able to speak of my dedication in working with children with challenging behaviours, professionalism plus record keeping and research abilities

Sue Green

Internship Mentor

Princeton Primary School

Email: suegreen@princeton.gov.vic.au

Ph: 9905 3545 (Bus), 9905 6525 (H)

- Able to comment on my commitment and ability as a teacher, capacity to relate to staff and students plus positive, professional and enthusiastic nature

Dr. Margaret Plunkett

Lecturer and Internship coordinator

Monash University, Gippsland Campus, Faculty of Education

Email: margaret.plunkett@education.monash.edu.au

Ph: 03 5122 6980 (Bus)

- Able to provide information relating to my passion for learning, willingness to be a reflective practitioner, dedication and enthusiasm for developing effective curriculum and ability to be a team player