

# Sally Smith

123 Main Street

Dayton, Ohio 45402

(937) 123-4567

ssmith1@udayton.edu

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**EDUCATION**      **University of Dayton**      Graduate: May 20XX  
B.S. Early Childhood Education      GPA: 3.75  
Minor: Spanish  

- Financed 50% of education through summer and part-time employment
- Completed study abroad program in Spain, summer 2008

**LICENSURE**      Ohio two-year Provisional, Early Childhood Education PreK-3  

- Praxis I and II passed

**HONORS**      University Honors Program •Dean's List •National Society of Collegiate Scholars

**ACTIVITIES**      Spanish Club •Vice President of Governmental Affairs •Zeta Tau Alpha Executive Council, Fundraising Committee •Christmas on Campus Volunteer •Golden Years Retirement Center Volunteer •Star Workshop for the Physically Challenged Volunteer •Coached theatre, debate and volleyball

**SKILLS**      Works well with diverse individuals •Strong Work Ethic •Proficient in Microsoft Word, Excel, PowerPoint, • Incorporates technology in classroom Adaptable and Flexible •Ability to motivate and inspire others•Familiar with Spanish language and culture

**EDUCATIONAL EXPERIENCE**      **Student Teacher (Second Grade Classroom)**      West Carrollton, Ohio  
*Harry Russell Elementary School*      January - May 20XX  

- Developed and taught original lessons to 23 students
- Composed lessons using the 4 blocks method for teaching literacy
- Designed and taught an integrated unit first quarter
- Administered tests such as the Yopp Singer, Fry's Instant Words, Spelling Inventory, Running Records, Elementary Reading Attitude and Letter Recognition for classroom data
- Facilitated field trips to Dayton Art Institute, and Cincinnati Zoo
- Participated in parent/teacher conferences

**FIELD EXPERIENCE**      **(Kindergarten Classroom)**      Dayton, Ohio  
*Holy Angels Catholic School*      January - May 20XX  

- Worked with students who needed additional support
- Helped to facilitate lessons with the cooperative teacher
- Created an integrated unit and taught selected lessons from this unit

**(Second Grade Classroom)**      Dayton, Ohio  
*Horace Mann, Dayton Public Schools*      August – Dec. 20XX  

- Utilized prop-boxes in the classroom
- Read to students on a daily basis to develop skills and confidence

**(First Grade Classroom)**      Dayton, Ohio  
*Oakwood City Schools*      August - Dec. 20XX  

- Established relationships with students and parents
- Helped the cooperating teacher carry out lessons and projects

**WORK  
EXPERIENCE**

**Student Office Assistant**

*University of Dayton Educational Field Office*

Dayton, Ohio  
August 20XX -present

- Network with local school districts to provide placements for students.
- Answer and make phone calls for placement purposes providing excellent customer service.
- Complete projects as assigned by Placement Supervisor in a timely manner.

**Child Care Provider**

*The Smith Family*

Dayton, Ohio  
Summers of 20XX-20XX

- Provided guidance to children ages 4,5,6 in a rewarding and positive environment.
- Coordinated new learning experiences to engage children.
- Demonstrated excellent leadership by building trust with parents and children.

**REFERENCES**

**Ms. Mary Joe Stoppard**

Cooperating Teacher- Second Grade  
West Carrollton School System  
2098 Virginia Avenue  
Dayton, Ohio 45463  
School- (937) 555-3534  
[Mary.Stoppard@hotmail.com](mailto:Mary.Stoppard@hotmail.com)

**Ms. Jane Goodman**

Supervisor  
University of Dayton Educational Field Office  
300 College Park Drive  
Dayton, Ohio 45469-1120  
School- (937) 229-8930  
[Jane.Goodman@udayton.edu](mailto:Jane.Goodman@udayton.edu)

**Mr. and Mrs. Jason and Eileen Smith**

Supervisor  
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- **Willing to coach and provide leadership to extra-curricular activities** •