

Sally Smith

123 Main Street

Northbrook, IL 45402

(937) 123-4567

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EDUCATION

University of Dayton

B.S. Early Childhood Education

Minor: Spanish

Graduate: May, 2013

GPA: 3.75

- Financed 50% of education through summer and part-time employment
- Completed study abroad program in Spain, summer 2012

LICENSURE

Praxis I and II passed

HONORS

University Honors Program •Dean's List

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

STUDENT TEACHING EXPERIENCE

Student Teacher (Second Grade Classroom)

West Milton Elementary School (rural)

West Milton, Ohio

January 2013 - present

- 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 OBSERVATIONS

(Kindergarten Classroom)

Holy Angels Catholic School (Catholic)

Dayton, Ohio

January 12-May 12

- 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)

Horace Mann, Dayton Public Schools (urban)

Dayton, Ohio

August 11-Dec.11

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

(First Grade Classroom)

Centerville City Schools (suburban)

Centerville, Ohio

August 10-Dec. 10

- 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 10-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

Northbrook, Illinois

Summers of 2009-2012

- 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.

**PROFESSIONAL
MEMBERSHIPS**

Epsilon Delta Upsilon

National Science Teacher Association

National Association for the Education of Young 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

Ms. Jane Goodman

Supervisor

University of Dayton Educational Field Office

300 College Park Drive

Dayton, Ohio 45469-1120

School- (937) 229-8930

Jane.Goodman@notes.udayton.edu

Mr. and Mrs. Jason and Eileen Smith

Supervisor

123 Elm Street

Kettering, OH 34529

(614) 555-4688

J.E.Smith@woh.rr.com

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