

# John Doe

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## OBJECTIVE:

Seeking an entry-level position as an elementary school teacher that will utilize my educational background, related experience working with children, and excellent communication skills.

## EDUCATION:

### University of Louisville

Bachelor of Science in Early Elementary Education

Louisville, KY

Currently Attending

### Jefferson Community and Technical College

Associate of Arts (GPA- 3.7)

Louisville, KY

May 2023

## SKILLS & ABILITIES:

- Experienced tutor for a wide range of ages and developmental levels, knowledgeable in multiple subjects including reading, writing, math, and science.
- Effectively communicates and develops rapport with students, teachers, principals, and guardians.
- Adept at developing individualized instruction based on students' different learning styles.
- Skilled in creating engaging curriculum with concrete learning outcomes and understands the importance of assessing individual learning styles and adapting to individual needs to keep learners engaged.
- Highly proficient in using Microsoft Word, Excel, and PowerPoint; able to incorporate technology, including apps, iPads, and additional emerging technologies in the classroom.
- Holistic educator, bridges individual experience, identity, and learning style to lessons.
- Engaged trainer, able to introduce new information to new hires and connect individuals to the culture of the organization.
- Diligent individual, able to work effectively and efficiently under high stress to achieve deadlines and exceed expectations.

## RELATED PROFESSIONAL EXPERIENCE:

### Today's Kids Childcare & Learning Center

Teaching & Caregiving Assistant

Shepherdsville, KY

03/2022 - Present

- Assist instructor in the development and implementation of semester-long pre-kindergarten classroom lesson plans, meeting all learning objectives.
- Communicate with supervising teacher to identify students' progression and meet with parents/guardians to discuss students' progress and determine mutual goals and priorities for their children.
- Implement discipline plan, managing full classroom supervision and instruction for four weeks.
- Maintain the classroom and play area according to state approved standards of orderliness, cleanliness, and hygiene.
- Demonstrate understanding of child developmental milestones at the mental, physical, social, and psychological levels and timely identify any developmental blocks.

## ADDITIONAL WORK EXPERIENCE:

### UPS

Package Handler

Louisville, KY

08/2021 - Present

- Responsible for training new employees, ensuring organizational goals and safety measures are highlighted and maintained.
- Promote and adhere to organizational safety protocols, including local, state, and federal policies.
- Exhibit leadership skills and initiative through active involvement in safety committee.
- Demonstrate strong organizational and time management skills through working as a Metropolitan College student to finance a post-secondary education.
- Organize packages into cannisters pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.

## COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **College of Education and Human Development Student Council, Member** 2022 - Present
- **Kentucky Education Association, Undergraduate Member** 2022 - Present
- **Metropolitan College, Participant** 08/2021- Present