

TIFFANY TEACHER (secondary)

12345 Metric Blvd., Austin, TX 78758

512-555-5555

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EDUCATION

Bachelor of Arts in English

Southwestern University

GPA: 3.12

December 20__

Georgetown, TX

CERTIFICATIONS

English Language Arts and Reading, Secondary Certification, State of Texas (pending)

TEACHING EXPERIENCE

Substitute Teacher

Round Rock Independent School District

- Substitute for grades 8-12 in Language Arts, History, Social Sciences, Fine Arts
- Highly Qualified Status in Language Arts (pending)

November 20__-Present

Round Rock, TX

Student Teacher-English III and English IV

McNeil High School, Round Rock Independent School District

- Planned and delivered all daily lessons and created and conducted assessments
- Developed behavior management plan
- Underwent TAKS training for calibration in grading OERs
- Participated in English IV curriculum meetings
- Created a McNeil-centered call-to-action plan as part of English III's research paper requirements
- Conducted parent-teacher meetings, maintained all parent contacts, and attended ARDs and team meetings
- Ran daily after-school tutorials for English III and IV

August 20__-December 20__

Austin, TX

Field Based Placement-7th Grade Language Arts

Tippit Middle School, Georgetown Independent School District

- Taught, assisted, and observed seventh grade Language Arts students
- Planned and delivered daily lessons with accommodations and adaptations
- Incorporated differentiated instruction techniques
- Analyzed observation data to compile a case study including an FBA and IEP goals
- Attended ARDs and team meetings

August 20__-November 20__

Georgetown, TX

CAREER-RELATED EXPERIENCE

Mentor

Operation Achievement, Georgetown Independent School District

- Assisted small groups of two to three students with homework and developing study-skills
- Worked with individual "at risk" seventh and eighth grade students by developing mentoring relationships that emphasized long-term goals, a greater belief in their personal abilities, and pride in their accomplishments

January 20__-May 20__

Georgetown, TX

Citizen Schools Citizen Teacher

Bedichek Middle School, Austin Independent School District

- Mentored and taught 11 sixth and seventh grade students identified as "at risk" as part of the Citizen Schools after-school program
- Created and taught an after-school, 12-week creative writing workshop
- Developed teaching and mentoring techniques that focused on building trust among peers and increasing self confidence
- Helped students create a literary magazine of their best work
- Worked in conjunction with another Citizen Schools class to create a blog where students could display written as well as audio versions of their work

February 20__-May 20__

Austin, TX

TIFFANY TEACHER

CAREER-RELATED EXPERIENCE, Continued

Tutor/Translator (Self Employed)

January 20__-September 20__
Austin, TX

Speakeasy Tutor and Translation Services

- Tutored high school and college students in English, Spanish, French and logic
- Created and maintained an informal writing center for clients who were ACC English students
- Provided freelance translation services for medical, technical, and educational materials

OTHER EXPERIENCE

Electronic Archivist

January 20__-Present
Georgetown, TX

Southwestern University Tower Library

- Created an on-line database in order to provide public access to the John Tower Library's Small Collections database
- Designed and created web pages for the Small Collections project
- Created and maintained specific methodologies in order to coordinate efforts between Southwestern University and Southern Methodist University to digitize the Senator John Tower Film collection

Technical Manager

August 20__-January 20__
Round Rock, TX

MTS of Texas

- Trained individual and small groups remotely on medical transcription software
- Worked with IT department to remotely install software for all employees as well as in transferring all metadata to new systems

ORGANIZATIONS/ASSOCIATIONS

Kappa Delta Pi National Education Honor Society
AVID volunteer for GISD 20__-20__

SKILLS

Language: Spanish – Native Speaker Proficiency (knowledge includes various forms of technical verbiage)
French – Intermediate Language Learner Proficiency (written and spoken mastery for general use)

Computer: Proficiency in both PC and Mac environments
Experienced in working with and creating web-based environments