

Jane Doe

City, State

(555) 123-4567 • jane.doe@gmail.com • LinkedIn Profile

Certified First-Year Elementary Teacher dedicated to providing children foundational skills for school and life success. Caring educator who creates supportive and engaging learning environments for developing social and emotional skills and academic excellence. Eager to begin a full-time teaching career in Dallas-Fort Worth Metroplex.

Core Subjects (Grades EC-6) - 391: Capturing Kids' Hearts Certificate Program | Science of Teaching Reading 293 Pedagogy & Professional Responsibilities EC-12 | Supplemental (Grades NA) 154 | English as Second Language

Education and Certification

Teaching (EC-6) Certification | TEACHWORTHY | San Antonio, TX
Bachelor of Science, Communication | Baylor University | Waco, TX
Associate in Arts, Communication Studies | Dallas College | Dallas, TX

Skills and Competencies

Curriculum Development	Creative Learning Strategies	Parent-Teacher Relationship
Classroom Management	Experiential Learning	Standardized Testing
Self-Managing Classroom	Excel Teaching Model	Test Preparation
Classroom Technology	SMART Board Aptitude	Record Keeping

Education-Related Experience

Instructional Assistant August 2018 – April 2019
Hope Academy • Dallas, TX

Provided instructional support for **22 third-grade students**. Assisted teacher in classroom based on Common Core Curriculum for constructive and imaginative learning. Worked 1:1 and in small groups.

- **Emergency Teaching Assignment.** Volunteered and approved for a one-day emergency teaching assignment. Established clear objectives and taught students without pre-approved lesson plans.
- **Classroom Technology.** Used alternative lesson delivery strategies including **SMART Board** technology.
- **Student Management.** Monitored student progress and graded papers. Organized and prepared supplies and learning materials for lessons.
- **Standardize Testing.** Assisted in administering and monitoring ability and achievement tests.

Private Nanny
Multiple Families • Dallas, TX

June 2011 – May 2020

Gillespie Private Nanny | Full Time (1 child from ages 4 to 8) 2016 - 2020

- **Creative Learning.** Planned activities for developing independence and accountability.
- **Life Skills.** Promoted activities for learning positive reinforcement and family responsibilities.
- **Field Trips.** Organized museum visits for interactive multisensory play, creativity, and inspiration.

Christianson Private Nanny | Part Time (2 children from ages 6 months and 5 years) 2014 - 2015

- **Creative Learning.** Assisted with activities in helping infant reach development milestones.
- **Life Skills.** Created chore reward system for 5-year-old to learn responsibilities and self-reliance.

Timothy Private Nanny | Full Time (4 children from ages 7 to 12 years) 2011 - 2013

- **Creative Learning.** Created a positive learning environment while tutoring children in reading, math, and science.
- **Life Skills.** Taught importance of contributing to family and bonding with siblings doing chores.

Other Work Experience

Office Assistant II | City of Callas Municipal Court | Dallas, TX 2015 - 2016
Accounts Payable Clerk | AEROTEK | Dallas, TX 2013 - 2014

Affiliations

Association of Supervision and Curriculum Development (ASCD)
American Federation of Teachers (AFT)
National Education Association (NEA)