

Jane Doe

Address, City, State, Zip

Phone Number ▪ Email

(e-portfolio web address-if applicable)

EDUCATION

Virginia Commonwealth University, Richmond, VA

Master of Teaching in Early Childhood/Elementary Education

May 2016

Bachelor of Interdisciplinary Studies in Liberal Studies for Early and Elementary Education

May 2016

GPA: 3.8 (Dean's List 8 semesters)

CERTIFICATION

State of Virginia, Teacher's License, Elementary Education Endorsement

Expected May 2016

Virginia Child Abuse and Neglect: Recognizing, Reporting and Responding for Educators

January 2015

First Aid and CPR Certified, American Red Cross

February 2016

INTERNSHIP AND PRACTICUM EXPERIENCE

Student Teaching Internship

January 2016 – April 2016

Battlefield Park Elementary School, Mechanicsville, VA

- Create lesson plans that employ cooperative learning, hands-on, student-centered techniques
- Establish open and mutually beneficial communication system with parents to maximize student learning using e-mail, weekly newsletters and open office hours
- Prepare, administer and evaluate student comprehension assessment tools including tests, quizzes, and homework
- Assume responsibility for faculty sponsorship of the Student Government Association

Practicum

September 2015 – December 2015

Tuckahoe Elementary School, Richmond, VA

- Wrote reports reflecting on the efficacy and enhancements to techniques witnessed during observation
- Developed and presented two mini lessons in grammar and math
- Provided individualized instruction to special population students

Practicum

January 2015 – April 2015

Carver Elementary School, Richmond, VA

- Prepared and taught an interactive lesson on land and water conservation
- Assessed value of lesson plan using cooperative teacher feedback and student surveys

RELEVANT EXPERIENCE

Shady Grove YMCA, Glen Allen, VA

May 2015 – August 2015

Camp Counselor

- Coordinated activities and supervised a group of 15 children ages 7 and 8 in a day camp program
- Supported the social and emotional needs of children to help them adapt to their new environment
- Facilitated teamwork among campers to promote group cohesion

VOLUNTEER EXPERIENCES

Big Brother Big Sister, Richmond, VA

September 2014 – May 2014

Best Buddies at VCU, Richmond, VA

September 2014 – May 2014

PROFESSIONAL MEMBERSHIPS

- Student Education Association, Virginia Commonwealth University
SVEA President (2015-2016)

September 2014 – Present