

# First Last Name

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## CERTIFICATION

New York State Initial Certification in Spanish, (Grades 7-12)

Anticipated December 20XX

## EDUCATION

St. Bonaventure University, St. Bonaventure, NY

M.S. Ed., Adolescence Education

December 20XX

GPA: 3.87/4.0

*Financed graduate education through competitive graduate assistantship*

B.A., Spanish with a minor in Business Administration

May 20XX

Concentrated coursework in French (24 credit hours)

Overall GPA: 3.67/4.00      Major GPA: 3.7/4.0

## STUDY ABROAD EXPERIENCE

Universidad de Sevilla, Cursos para Extranjeros, Seville, Spain

Spring Semester 20XX

- Lived and studied the culture and language of Spain through a four month immersion program
- Excelled in courses on Spanish and Latin American culture, literature, history, and anthropology

## TEACHING EXPERIENCE

Olean City School District, Olean, NY

Long-term Substitute Spanish Teacher, Grades 6-8

Spring 20XX

- Assumed full teaching responsibilities, including mid- and end-year grading, as well as end of year testing, due to an unforeseen teacher retirement (May-June 2010)
- Administered and graded NYS Spanish Proficiency Exams
- Developed lesson plans and differentiated instruction to meet the needs of students in a low socio-economic, culturally diverse environment
- Taught three 13-day exploratory Spanish courses to introduce all 6<sup>th</sup> grade students to the Spanish language
- Contributed to daily team meetings

Preferred Substitute Teacher, Grades K-12 (all subject areas)

20XX-present

- Employ effective classroom management strategies in the delivery of lesson plans
- Adapt lessons to meet the needs of a variety of learning styles

Academic Tutor, Grades 7-9

20XX-present

- Provide one-on-one instruction, in all subject areas, to students in a home-based environment
- Collaborate with teachers to ensure proper delivery of lessons

Salamanca City School District, Salamanca, NY

Spanish Student Teacher, Grades 7 and 8

Spring 20XX

- Successfully planned daily lessons in alignment with state and national standards
- Created hands-on activities and lessons that stimulated a variety of multiple intelligences and learning styles
- Effectively differentiated instruction for the individual needs of students, including Honors and Special Education students
- Served as co-advisor for the Spanish Club

**RELATED EXPERIENCE****Teaching and Learning Center**, St. Bonaventure University, NY**Teacher/Mentor/Tutor (Graduate Assistantship)**

Fall 20XX-Spring 20XX

- Taught five-week course to at-risk college freshman in the University's Academic Restoration Program
- Developed lessons dealing with issues including time management, learning styles, and study and writing skills
- Provided differentiated instruction as a Spanish and French tutor to undergraduates

**Olean City School District**, Olean, NY**Water Safety Instructor and Program Coordinator**

Summers 20XX, 20XX

- Taught fundamentals of swimming to children, ages 3-16
- Adapted lessons to meet the needs of special education students
- Supervised a staff of six lifeguards
- Maintained administrative records including time slips, accident reports, etc.

**PROFESSIONAL DEVELOPMENT****Child Abuse Prevention Workshop****Safe Schools Workshop****PROFESSIONAL AFFILIATIONS**

New York State Association of Foreign Language Teachers (NYS AFLT), Member, 20XX-present

Western New York Foreign Language Educator's Council (WNYFLEC), Member, 20XX-present

**HONORS**

Sigma Delta Pi (The National Collegiate Hispanic Honor Society)

Pi Delta Phi (The French National Honor Society)

Phi Eta Sigma National Honor Society

Dean's List, all academic semesters

**EMPLOYMENT****Career and Professional Readiness Center**, St. Bonaventure, NY**Office Assistant**

Summers 20XX, 20XX

- Managed day-to-day operations related to Center's Teacher Credential File office
- Communicated with file holders, school district representatives, and staff members to ensure effective service delivery
- Maintained accurate records utilizing Excel database
- Created PowerPoint presentations on a variety of career-related topics

**Holiday Valley**, Ellicottville, NY**Caterer**

Fall 20XX-Present

- Facilitate large scale events including weddings, business parties, and class reunions

**ACTIVITIES**

• First Year Experience Mentor • SIFE (Students in Free Enterprise) • SPCA Volunteer • Flute Ensemble

**TECHNOLOGY SKILLS**

Proficient in the use of Microsoft Word, Power Point, and Excel • Inspiration • Timeliner • Smart Board • Document Camera and Projector Equipment