

Name
Street Address
City, State Zip
Home:
Cellular:
Email:

OBJECTIVE: To utilize student-centered style and business background to guide middle school children in a well-balanced teaching environment full-time.

QUALIFICATIONS & STRENGTHS:

- Over 6 years experience as a substitute teacher and 2 years as a certified Language Arts teacher.
- Certificate in middle grades language arts and math.
- Ability to consistently enhance objectives and goals through differentiated instruction and a classroom climate that promotes respect, tolerance and problem solving.
- Skilled in many computer applications which allows for effective integration of technology in the classroom.
- Over 10 years experience in business and customer service in retail and banking industries.
- Strong communication skills including written, oral and presentation skills.
- Energetic self starter, creative problem solver, compassionate, team player.

ACHIEVEMENTS:

- Helped over 50% of eight grade students pass the CRCT in Reading as compared to 10% to 15% in previous years.
- Improved middle grades Writing Assessment passing results by 35%.
- Recommended by the Principal and Assistant Principal to the Dekalb County Reading Specialist Program.
- Selected by Principal as member of Consolidated School Improvement Plan committee.
- Successfully trained students, faculty, and staff to enhance technological literacy.

EXPERIENCE:

9/08-present	Atlanta Public Schools Certified Substitute Teacher Effectively followed lesson plans in accordance with district's philosophy and objectives.	Atlanta, GA
2/04-5/08	Dekalb County School System Substitute/Full time Teacher Motivated at-risk students in alternative setting through creative instructional strategies.	Decatur, GA
1/03-1/07	Wachovia Bank Roving Service Banker Achieved branch goals through results-driven strategies and by promoting teamwork.	Atlanta, GA
8/02-12/02	Vidalia City Schools Technology Coordinator-Intern Replaced existing outdated student information system by implementing a new, enhanced user-friendly student information program throughout the school district.	Vidalia, GA
1/02-12/02	Ohoopsee Regional Library Library Assistant Maintained patron accounts, generated reports for funding and computer maintenance	Vidalia, GA

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EDUCATION

Master of Arts in Education (current)	University of Phoenix	Atlanta, GA
Bachelor of Business Administration	Georgia Southern University	Statesboro, GA

SPECIAL TRAINING & SKILLS:

Training Courses:

The Art and Science of Teaching
Child & Adolescent Development
Curriculum Construction and Assessment.
Professional Communications
Action Research

SKILLS

Microsoft Office (Word, Excel, PowerPoint, Publisher)
Email
Photoshop
10-key data input
Office equipment
Programming languages (i.e. Oracle, C++)
Networking

INTERESTS:

Reading, Music, Technology, Government & Tutoring

REFERENCES

Available Upon Request