

Sally Sample

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Education

- **University of Wisconsin-Madison** Madison, WI
Bachelor of Science in Elementary Education May 20XX
Anticipated Minor: English Language Arts
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Education-Related Experience

- **St. James School – After Care Employee** Madison, WI
Manager August 20XX-Present
 - Interviewed, hired, and conducted on-going training for 20 employees
 - Role-modeled positive behavior for all students at St. James school
 - Directed and supervised student-centered lesson plans allowing students freedom to express themselves and feel ownership within the program
 - Generated and implemented safety procedures for both staff and students to create a safe, consistent, and welcoming environment
 - **Education Portfolio and Career Services** Madison, WI
Student Liaison May 20XX-Present
 - Provided leadership in portfolio student professional development to help peers implement reflective practice into educational careers
 - Attended portfolio authoring sessions to build my portfolio expertise
 - Provided support at Career Center training sessions
 - **Schools of Hope** Madison, WI
Tutor January 20XX-Present
 - Participated in tutor training session, specializing in elementary math and literacy
 - Provided academic guidance one-on-one with students to create a trusting relationship and improve student literacy
 - **St. James School** Madison, WI
Extracurricular Teacher August 20XX-December 20XX
 - Organized and implemented a cooking class into the extracurricular class sequence
 - Created and implemented 8 weekly student-centered lesson plans for groups of about seven students
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Employment

- **Nanny** New Berlin, WI
Childcare provider August 20XX-Present
 - Provided complete care for two children in employer's home 40-hours per week
 - Implemented safe, child-centered excursions which allowed children to explore their community and interests and exposed them to new experiences
 - Completed basic housework duties