

John Doe

Local Address | Email Address | Phone Number

OBJECTIVE

Seeking a year-long clinical field experience as a Teacher Apprentice and Teacher Intern.

EDUCATION

Grand Valley State University

present

Master of Education

Program: Instruction and Curriculum

Emphasis: Elementary Education – Graduate

Teacher Certification

Grand Valley State University

August 2015 – May 2019

Bachelor of Science

Major: Communication Studies

Minor: Advertising and Public Relations

RELATED EXPERIENCE

Kentwood Public Schools

Kentwood, MI

Substitute Teacher

August 2022 – present

- Utilize flexibility and creativity in communicating with different ages and backgrounds
- Set clear expectations for students to enforce classroom and school-wide rules
- Deliver engaging lessons across a vast curriculum
- Use positive classroom management techniques to promote and reinforce appropriate behavior

Kentwood Recreation Department

Kentwood, MI

After School Program Volunteer

August 2022 – present

- Assist in Therapeutic Recreation Program, providing one-to-one assistance to program participants
- Support director in planning and implementation of activities and programs
- Build a rapport with students to enhance trust and increase motivation and participation in activities
- Practice active listening to ensure program and student needs are being met

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EMPLOYMENT

Zeeland Wyldlife

Zeeland, MI

Freelancer, Promotional Marketing

August 2019 – July 2022

- Created specialized products consistent with brand image and messaging using Canva, InDesign, and Illustrator
- Conducted primary and secondary research on target audiences related to West Michigan youth and families
- Circulated promotional pieces through mail and digital channels

Old Navy

Zeeland, MI

Sales Associate

July 2017 – August 2019

- Maintained up-to-date project knowledge by participating in product and vendor training
- Engaged with customers enthusiastically to drive sales
- Performed all functions regarding receiving, stock, and housekeeping-related tasks

SKILLSET

- Critical thinking
- Problem-solving
- Time management
- Effective communication
- Microsoft Office
- Google Drive
- Data management
- Flexibility

REFERENCES

Robert Brown

Principal

Kentwood Public Schools
5820 Eastern Ave.
SE Kentwood, MI 49508
(616) 455-4400

Brenda Lewis

Volunteer Coordinator

Kentwood Public Schools
5820 Eastern Ave. SE
Kentwood, MI 49508
(616) 455-4500

John Williams

Director

Greater Holland
96 W. 15th Street, Suite 108
Holland, MI 49423
(616)392-6555