

First Name, Last Name

Local Address | Email Address | Phone Number

OBJECTIVE

To motivate and support students within a year-long classroom field experience.

EDUCATION

Grand Valley State University

Master of Education

Program: Instruction and Curriculum

Emphasis: Elementary Education – Graduate Teacher Certification

Expected Graduation: May, 2025

Grand Valley State University

Bachelor of Science

Major: Communication Studies

Minor: Advertising and Public Relations

April, 2021

RELATED EXPERIENCE

Kentwood Public Schools

Substitute Teacher

Kentwood, MI

January 2023 – 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

After School Program Volunteer

Kentwood, MI

2018-2020

- Assisted in Therapeutic Recreation Program, providing one-to-one assistance to program participants
- Supported director in planning and implementation of activities and programs
- Built rapport with students to enhance trust and increase motivation and participation in activities
- Practiced active listening to ensure program and student needs were being met

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EMPLOYMENT

Zeeland Wyldlife

Freelancer, Promotional Marketing

Zeeland, MI

2021-2022

- 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

Sales Associate

Grand Rapids, MI

2017-2018

- 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
- Flexibility
- Microsoft Office
- Google Drive
- Data Management
- Effective communication

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
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John Williams

Director

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