



Jean Piaget

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CERTIFICATIONS

Texas Educator Certification EC-6
Pedagogy and Professional Responsibilities (PPR)

Expires: 10/20XX
Scheduled: 11/20XX

EDUCATION

Bachelor of Science in Education (EC-6 Generalist)
The University of Texas at El Paso (UTEP)

Expected: 05/20XX
Overall GPA: 3.75/4.00
Major GPA: 4.00/4.00

Honors & Awards

Presidential Excellence Scholarship Recipient, Fall 20XX
Dean's List – Fall 20XX and Spring 20XX

RELEVANT EXPERIENCE

Valley Elementary School

Student Teaching Internship, First Grade

El Paso, TX

06/20XX – 05/20XX

- Engaged 18 students using Kagan strategies, Promethean Board technology and multimedia aids such as Kahoot!, Lead4ward, and ClassDojo
- Devised virtual interactive and creative strategies to teach syllables, basic math strategies, and social skills
- Adapted classroom management for hybrid instruction to meet the needs of virtual and in-person learning
- Implemented Individualized Educational Plans (IEP) for students' specific needs on a daily basis
- Collaborated weekly with three to five elementary facilitators to create lessons based on data

Purple Heart Elementary School

After School Tutor

El Paso, TX

08/20XX – 02/20XX

- Instructed a group of ten third grade students with a variety of daily homework
- Developed activities to promote social interaction and safety skills
- Provided one-on-one instruction for sixth grade math and science subjects

VOLUNTEER EXPERIENCE

UTEP Project MOVE

Volunteer

El Paso, TX

03/20XX, 20XX

- Organized the storage unit for the Women's Fund of El Paso with a team of five by categorizing the items in storage
- Led a group of five members to organize and distribute items for annual food drive

Book Buddy Program at Roberts Elementary School

After School Tutor

El Paso, TX

06/20XX – 08/20XX

- Promoted reading and writing with a group of four bilingual students
- Created engaging and interactive activities to enhance writing skills and reading comprehension

ACTIVITIES

Education Student Organization (UTEP)

Public Relations/Member Recruitment Chair

El Paso, TX

06/20XX – 08/20XX

- Increased membership from 10 members to 26 members by recruiting through social media
- Created flyers and promoted activities through social media and tabling

SKILLS

- Bilingual: Proficient in Spanish and English
- Proficient in Promethean Board and Khan Academy usage
- Knowledgeable in social media, X, Instagram
- Proficient in MS Word, Teams, PowerPoint, Excel
- Working knowledge of ClassDojo, Kahoot!, Google Classroom, Lead4ward
- Expert in Google Docs, Slides, Forms

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. **Read and analyze the job description**
2. **Identify the required skills listed for the job**
3. **Match your experiences to the skills listed in the job description**

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 08/23



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