

# SECONDARY EDUCATION RÉSUMÉ

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

See more  
documents here



## Minerva McGonagall

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### CERTIFICATIONS

Texas Educator Certification in Mathematics 7-12  
Physical Education EC-12 Certification  
Pedagogy and Professional Responsibilities (PPR) Pending

Expires: 10/20XX  
Passed: 12/20XX  
Scheduled: 11/20XX

### EDUCATION

Bachelor of Science in Mathematics with a minor in Secondary Education  
The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX  
Overall GPA: 3.75/4.00

#### Honors & Awards

ADP Math and Science Teachers (MAST) Academy Scholar, Fall 20XX | Dean's List – Fall 20XX and Spring 20XX |  
Presidential Excellence Scholarship, Recipient, Fall 20XX

### RELEVANT EXPERIENCE

#### ADP Math and Science Teacher's (MaST) Academy Scholar

- Participated in weekly field experience with a MaST Mentor Teacher in a high school math or science classroom
- Presented at local education conferences on MaST “products” such as lesson plans and curriculum and innovative resources

#### Hogwarts High School

Student Teaching Intern

El Paso, TX

08/20XX – 05/20XX

- Created and presented innovative lessons for Geometry and Pre-Calculus classes with differentiation activities for three Individualized Educational Plan (IEP) students
- Attended professional development workshops weekly and implemented Kagan strategies in the class such as Inside-Outside circle and Carousel Feedback
- Maintained a safe and engaging environment for a classroom of 18 students while promoting and facilitating learning
- Collaborated with other teachers to create unit lesson plans for all mathematics classes
- Attended daily Professional Learning Community (PLC) meetings to ensure common curriculum in the classroom and participated in Admissions, Review and Dismissal meetings (ARD) to ensure student success

#### Drumstrang Institute

After School Tutor

El Paso, TX

08/20XX – 02/20XX

- Trained students in technology tools involving the TI-Nspire and computer programs
- Guided a group of six students with their homework on various subjects on a weekly basis
- Promoted parent involvement by creating a ClassDojo parent group

### WORK EXPERIENCE

#### Ollivander's Wand Store

Sales Associate

El Paso, TX

06/20XX – 08/20XX

- Collaborated in a team of six to perform the set execution which entailed moving fixtures and creating displays for product advertisement
- Assisted an average of 40 customers per day by answering questions and resolving issues

### ACTIVITIES

#### Education Student Organization (UTEP)

Public Relations/Member Recruitment Chair

El Paso, TX

06/20XX – 08/20XX

- Increased membership from 10 to 26 members by advertising on social media platforms
- Promoted meetings to the student body by creating flyers and tabling monthly

### SKILLS

- Bilingual: English and basic knowledge of oral Spanish
- Proficient in Smart Board usage
- Proficient in MS Office Word, PowerPoint and Excel
- Working knowledge of MATLAB

# 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	

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