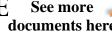
# ELEMENTARY EDUCATION RÉSUMÉ

For a review, e-mail: careers@utep.edu





# 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

El Paso, TX 06/20XX - 05/20XX

Student Teaching Internship, First Grade

- 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**

El Paso, TX

After School Tutor

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** 

El Paso, TX

Volunteer

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**

El Paso, TX

After School Tutor

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)**

El Paso, TX

Public Relations/Member Recruitment Chair

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 Expert in Google Docs, Slides, Forms
- Proficient in MS Word, Teams, PowerPoint, Excel
- Working knowledge of ClassDojo, Kahoot!, Google Classroom, Lead4ward



# **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
- 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**

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

# Communication (Oral/Written)

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

# **Teamwork/Collaboration**

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

#### **Technology**

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

# Leadership

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

# 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** Supported Advocate Diagnose Master Coach Enhance Negotiate Guide Communicate **Expand** Consult Pursue

#### **Equity and Inclusion**

**Empower** Celebrate Engage Communicate Identify Validate **Discuss** Interact Educate Understand

Updated: 08/23













Direct