

EXPERIENCED MASTER OF EDUCATION RÉSUMÉ

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

See more  documents here



Ima Miner

(915) 747-0000 | iminer@miners.utep.edu | in.com/imaminer | iaminer.weebly.com

CERTIFICATIONS

TE _x ES Principal Test	Scheduled: 12/20XX
TE _x ES Content EC-6 Certification	Expires: 10/20XX
Pedagogy and Professional Responsibilities (PPR)	Passed: 11/20XX

EDUCATION

The University of Texas at El Paso (UTEP) Master of Educational Administration with a focus on K-12 Administration	Anticipated: 05/20XX Overall GPA: 3.50/4.00
Bachelor of Applied Learning and Development in Education	Graduated: 05/ 20XX

EXPERIENCE

Hanks High School – Ysleta Independent School District El Paso, TX
School Management Intern 06/20XX – 03/20XX

- Collaborated with curriculum instructor to analyze data and determine pathways for success
- Co-supervised various grade levels regarding enrollment, withdrawals, discipline, credit recovery, and attendance
- Worked with administrators to develop experiences in the administration of special programs, student services, scheduling, budgeting and school business/facilities management
- Attended seminars regarding community education programs, student services, discipline management and budgeting

Beall Elementary School - El Paso Independent School District El Paso, TX
Elementary Teacher 08/20XX – 05/20XX

- Created and presented innovative lessons for 5th grade classes with differentiation activities for IEP students
- Maintained a safe and engaging environment for a classroom of 30 - 35 students while promoting and facilitating learning
- Attended weekly PLC meetings to ensure common curriculum in the classroom
- Participated in ARDs to develop and promote initiatives for student success
- Attended professional development workshops weekly and implemented Kagan strategies in the class such as Inside-Outside circle and Carousel Feedback

UTEP English Department El Paso, TX
Student Assistant 08/20XX – 05/20XX

- Collaborated with course instructor regularly to discuss course curriculum
- Assisted the professor with purchases of course textbook requests
- Met individually with students to review assignments and upcoming workshops

ACHIEVEMENTS

Excellence in Teaching Award, 06/20XX
 Teacher of the Year for Beall Elementary School, 02/20XX
 Teacher of the Year nominee for El Paso Independent School District, 05/20XX
 “Parent Involvement in Education” presentation at TABE Conference, 10/20XX
 “Implementing Five Components of Reading with Technology” presentation at SXSW Edu, 03/20XX

SKILLS

- Bilingual: fluent English, conversational Spanish
- Proficient in Smart Board usage and Adobe Illustrator
- Expert in Google Docs, Slides and Forms
- Experience in Schoology software
- Proficient in MS Word, PowerPoint and Excel
- Experience with Dual Language Programs
- Experience in Zoom and Google Classroom for remote teaching

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



UNIVERSITY CAREER CENTER

IN-OFFICE & VIRTUAL

915-747-5640 | careers@utep.edu

Union West 103

@utepcareers



utep.edu/careers