Emily M. Smith

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EDUCATION

Bachelor of Science in Education- Anticipated Graduation January 2010
University of Wisconsin-Superior – Superior, Wisconsin
Major**: Elementary Education (1-8).** Minor: **Social Studies (Elementary)**
Overall GPA: **3.3/4.0** Major GPA: **3.7/4.0**

LICENSURE

Wisconsin Licensure Pending:
Middle Childhood through Early Adolescence: Elementary Education (72-777) and Social Studies (72-734)

TEACHING EXPERIENCE

***Student Teacher* – Einstein Middle School – Superior, Wisconsin – Fall 2009**
(Begins November 17, 2009)

***Student Teacher* – Lincoln Elementary School – Superior, Wisconsin – Fall 2009**

- Provide instruction in all subject areas to 19 third grade students, including 3 LD students
- Create and implement lesson plans incorporating The Wisconsin Learning Standards
- Implement Writing Across the Curriculum, Everyday Math, and stressed literacy in the classroom.
- Utilize the *Accelerated Theory* to promote self-discipline, positive self-esteem, and socialization skills
- Conduct parent/teacher conferences to assess the students learning and progress
- Participate in IEP meetings and implement all modifications into lessons and homework
- Supervise student lunch and bus loading

***Pre-Student Teacher* – Ingesoll Middle School – Superior, Wisconsin – Fall 2008**

- Provided instruction in mathematics to 12 special needs students (BD & LD) in a self-contained classroom
- Taught all subject areas to 25 students in 5 sections
- Designed and implemented a "world tour" intra-disciplinary unit, participated in team meetings, conferences, and established a "parent" night

***Pre-Student Teacher* – Edison Middle School – Superior, Wisconsin – Spring 2008**

- Provided instruction in all subject areas to 22 fourth grade students
- Developed intra-disciplinary weather & reading units and math & social studies lessons

RELATED EXPERIENCE

***Teachers Aide* – Little Hearts, Little Minds Childcare – Superior, Wisconsin – 2004 and 2005**

- Aided teachers with the care of student's ages 3 to 11 with nutrition, educational, and recreational activities
- Assisted with teaching language arts and implemented a variety of novel units to promote reading comprehension, assess reading abilities, and to stimulate reading appreciation

Comment [CS1]: You will need to use whatever format you use for this info as the header on your references page in order to remain consistent.

Comment [UO2]: Make sure this does not appear as a hyperlink.
I also create a new email address only for a job search as none of my job search related emails get lost in the spam emails, etc.

Comment [CS3]: Please note: most of you officially graduate in January! You can also add (magna, Summa) Cum Laude if you earn it upon graduation. After graduation, you will drop "Anticipated Graduation"

Comment [UO4]: List GPAs if they are over a 3.0!

Comment [UO5]: Please refer to the license sheet or info from Barb N.
You can add DPI License Codes (in parentheses) following your PI 34 License Nomenclature

Comment [UO6]: Note: Does not need to have the title of TEACHING EXPERIENCE. Other examples are PROFESSIONAL or RELEVANT or etc. EXPERIENCE

Comment [UO7]: Each Bullet should start with an action verb. Use Present Tense for anything you are doing currently, Past tense for things that you are not currently doing.
Hot topics for bullets:
1) Exper. with special needs & at risk students
2) Parental Contact
3) Classroom management
4) Any extra-curriculars you helped with
5) Outstanding things you accomplished
6) Etc.
Please note this is not primarily a rundown of your job description, show how you stand out!

Comment [UO8]: 2 pages is the norm for education resumes due to your number of field placements. If you go to 2 + pages, never have the final page be less than 1/3 to 1/2 used

Please note that every district will be looking for different things: some want 1 page, some will want your entire life story, some will rely more on the application, and some will not care. Due to this you can always call HR and see what they want you to include in your application (i.e. should I include my references or not), do they need anything else specific to their process?

ADDITIONAL EXPERIENCE

***Assistant Manager* – The Icehouse Corporation – Superior, Wisconsin – 2003 to present**

- Directly supervise 60 employees; bartenders, security, wait-staff, and DJ's
- Delegate nightly work assignments and monitor on-the-job performance for end of year employee evaluations
- Conduct initial interviews and coordinate in-service training of all employees

***Customer Service Assistant* – The Home Center – Chicago, Illinois – 2001 to present (seasonal)**

- Assist customers with locating home repair merchandise and provide purchase options.
- Supervised and evaluated a crew of 8 to 10 temporary workers.

SKILLS

- *Computers:* MS Word, MS Excel, MS Power Point, Adobe Photoshop CS2, Dreamweaver 8
- *Languages:* Conversational Spanish
- Certified in CPR, 1st Aid, and AED through 2009

AFFILIATIONS

- Student Wisconsin Education Association
  - Chapter President 2009-2010
  - Attended workshops on 6+1 trait writing, inquiry based science, team teaching effectively, conflict mediation, incorporating technology in the classroom, strategies for developing classroom management plans, and effective flexible lesson planning

HONORS

- University Dean's List: Fall 2003, Spring 2004, Fall 2005
- University Honor Roll: Fall 2004, Spring 2005
- The Joseph J. Joseph Scholarship: 2002 through 2003
- Kappa Delta Pi Honor Society in Education Inducted Fall 2004

ACTIVITIES

- Volunteer for the Superior School District SAIL program 2003-present
- Ross Hall Government President 2003-2004
- Volunteer at Aurora Hospital 2002-2003

Comment [CS9]: (Header) Make sure to have full name and page number in case the pages become separated.

Comment [UO10]: If using bullets, you should always have at least 2 bullets. Also: normally, relevant experiences should have more bullets than less relevant experiences. For example Student Teaching should have more bullets than clinicals because you had more responsibilities. Please note that there are always exceptions to the rules!

Comment [UO11]: If you speak Spanish or Hmong fluently or conversationally, please consider moving skills to page 1. These skills are highly sought after in many WI and MN Districts

Comment [UO12]: WASPA member schools have noted that just putting SWEA on means nothing more than union membership to them. Please list any positions held and workshops attended

Comment [UO13]: Here is one of the "infamous exceptions" to the rule. List honors first (in order of importance) then list activities in reverse chrono.

Schools want to see involvement outside of teaching. They want strong role models for not only students, but also for the community at large. It really does improve community relations with the district. Also, Districts want teacher that have outside interests, so that they are less likely to burn out due to stress from only thinking about teaching/work!

Comment [UO14]: This is always a good place to link to an online interviewing portfolio (1-2 artifacts showing you excelling and your knowledge in each of your discipline's 10 standards areas)

Comment [UO15]: Please note that this is only an example resume. Every resume should be different as it will be tailored to you. Use whatever you feel most comfortable with, but please note that there are some topics that schools are always looking for. Most of these are built into this example, while others would be covered in a cover letter or application.