

100 MAIN STREET EUGENE, OR 97404

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Sample Resumes

MARY JONES

Native English Speaker

Citizenship : USA

D.O.B. : April 18, 1984

Gender : Female

Marital Status : Single



PROFILE

Recent college graduate who majored in Spanish and minored in Secondary Education. Extensive experience with children both in and out of the classroom. Skills and experience teaching a foreign language and teaching English. Strong desire to share passion for languages, different cultures, and a global mentality as a teacher. Personal interest in expanding knowledge of Spanish and other cultures. International travel experience. Knowledge of French and German as well.

EDUCATION

Bachelor of Arts in Spanish/Minor in Education

GPA: 3.84

University of Portland

Graduation: May 2006

- Granada, Spain Study Abroad Program, Dean's List, Presidential Scholarship, Ford Scholarship, Alpha Lambda Delta Honor Society, French Achievement Award

TRAINING

120 hour TEFL Certification

TEFL Institute

Graduation: Sept 2005

Chicago, IL, USA

TEACHING EXPERIENCE

*contacts can be provided upon request

Preschool Spanish Teacher

First Presbyterian Church Preschool

Oct. 2005-May 2006

Vancouver, WA

- Design and implement weekly lessons for a full school year to 10 three- to five-year-olds in order to give them a foundation in the Spanish language; incorporate a variety of activities and a supplemental video to maintain engagement and provide most effective learning.

TEFL Institute
1906 West Irving Park Road
Chicago, Illinois 60613 U.S.A.
(773) 880-5141
www.teflinstitute.com

Bridge Builders Academic Mentor

Sept. 2005-April 2006

*University of Portland/Prospective Gents Club**Portland, OR*

- Create, teach, and evaluate weekly lessons and provide tutoring and guidance for a full school year to 5-8 high African-American boys working towards college matriculation.

After School Program Tutor

Feb. 2006-March 2006

*Ortiz Center**Portland, OR*

- Work with 10-20 bilingual students from second grade to sixth grade; help them with their homework and organize activities that stimulate one of their multiple intelligences.

English Teacher/Assistant

Sept. 2004-Dec. 2004

*Rose City Park School**Portland, OR*

- Assisted another teacher in teaching 5-8 migrant parents basic English that was relevant to their life situations; for example, helping them be verbal and independent in parent-teacher conferences (as opposed to completely relying on a translator), helping them carry basic conversations, helping them checkout at a store.

OTHER EXPERIENCE AND ACTIVITIES

Special Education Classroom Assistant	Spring 2005
Tutor/Mentor for disadvantaged 8 th grader	2002-2003 school year
Outdoor School Camp Counselor	May 2000-May 2006
Campus Program Board, Major Event Chair	Aug. 2004-May 2006
Club Soccer, Team Captain	May 2003-Oct 2005
Rebuilding Together Volunteer	Spring 2005

RELEVANT COURSEWORK

Intro to Education	Portland, OR
Advanced Spanish Conversation and Composition	Portland, OR
Advanced Spanish Composition and Grammar	Granada, Spain
Spanish Speaking and Writing Skills	Granada, Spain
Islamic Culture in Spain	Granada, Spain
Spanish Culture and Civilization	Granada, Spain
Spanish Art: Ancient and Medieval	Granada, Spain
Literature and Culture of Contemporary Mexico	Portland, OR
Foundations of Education	Portland, OR
Human Development	Portland, OR

Psychology of Learning
Special Education
Hispanic Women Writers
Classroom Management
Models of Teaching/Literacy Development

Portland, OR
Portland, OR
Portland, OR
Portland, OR
Portland, OR

John Jones
100 East Ontario Street, Unit 100
Chicago, IL 60611
001-333-444-555
johnjones@yahoo.com



Age: 50

Birth Date: 22 February, 1956

Nationality: American

Marital Status: Single

Gender: Male

Native-English Speaker: Yes

Other: I am a certified Public School Teacher in Chicago with a Masters in Education from Roosevelt University and TEFL Professional Certification from the TEFL Institute.

OBJECTIVE

To teach English as a foreign language and provide cultural and business perspective based on my extensive and varied professional experiences.

EDUCATION

TEFL Professional Certificate, TEFL Institute, Chicago, IL
Master of Arts, Elementary Education, Roosevelt University, Chicago, IL
Master of Business Administration, Loyola University, Chicago, IL
Bachelor of Science in Finance, DePaul University, Chicago, IL

SUMMARY OF EXPERIENCE

- Cadre substitute teacher in major public school system. State of Illinois Type 03 (Kindergarten-Grade 9) teaching certificate holder.
- Graduate of Master of Arts in Elementary Education and TEFL programs.
- Business executive with extensive experience in private and commercial banking. Skilled in credit administration, financial planning, and developing budgets for banking entities. Highly successful at managing and servicing client relationships.
- Senior non-commissioned officer, U.S. Army Reserves, with proven experience in unit leadership, operations, planning, training, and recruiting.

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PROFESSIONAL EXPERIENCE

CHICAGO PUBLIC SCHOOLS

Elizabeth Peabody Elementary, Chicago, IL

Cadre substitute teacher (**Feb 2006 - June 2006**)

Student teacher, multi-grades 5th and 6th (**Sep 2005 - Dec 2005**)

THE NORTHERN TRUST COMPANY, Chicago, IL

Wealth Management Group, Personal Financial Services Business Unit (1996 - 2003)

Vice President. Banking Client Services Representative and Business Group Controller

Commercial Banking Business Unit, Financial & Administration Division (1993 - 1995)

Vice President. Senior Business Unit Analyst-Controller

Financial Markets Division - Financial Institutions Group (1986 - 1993)

Vice President. Credit Administrator, Operations Manager, and Group Controller

U.S. ARMY RESERVES (Retired - July 2001)-continued-

HIGHLIGHTS OF PROFESSIONAL ACHIEVEMENTS

RESULTS

- Achieved credit portfolio growth of 350% over five-year period to \$1+ billion with equivalent revenue growth as member of 4-person, private banking team servicing ultra-high net worth clientele.
- Successfully integrated the financial reporting and planning system for the strategic merger of the two major institutional client business units within the corporation.
- Brought a new military unit specializing in radio-television broadcasting from the start-up stage to the most mission capable and ready unit of its kind with personnel serving worldwide.
- Fielded the first-of-its-kind, rapidly deployable commercial AM-FM radio and television production studio and transmitter for foreign civil-military operations.

TRAINING

- Teaching - introduced SMART Boardtm interactive whiteboard technology into daily content area instruction for 5th and 6th grade levels.
- Business - trained administrative, support, and relationship staff in banking operations.
- Military - qualified instructor with extensive experience in planning and conducting classes and briefings for basic trainee to senior-level officer audiences.

LEADERSHIP

- Responsible for all aspects of leading a high-priority, 71-soldier Army Reserves unit in operations, training, logistics, administrative support, and recruiting.
- Served as Senior Drill Sergeant for basic training units.