

SAMPLE STUDENT

Palatine, IL 60067

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LEAD TEACHER

EDUCATION

Harper College, Palatine, IL

**Associate in Applied Science, Early Childhood Education Degree –
Teacher**

Expected May 20xx

CERTIFICATION

Illinois Gateways Credential, Teacher Level 4

December 20xx

Heartsaver AED CPR Certification – American Heart Association

May 20xx

RELEVANT COURSEWORK

Students with Disabilities

Child-Family-Community

Child Development

Health, Nutrition, Safety

Assessment and Guidance

Infant/Toddler Programs

PRACTIUM EXPERIENCE

Pre-Kindergarten, Jensen Elementary School, Arlington Heights, IL

January 20xx to May 20xx

- Taught basic skills such as color, shape, number and letter recognition to expand exposure of concepts to students
- Observed and evaluated students' performance, behavior, social development, and physical health and wrote reports to be reviewed by teacher
- Created and organized learning centers and bulletin boards to connect current learning focuses and make learning visual
- Taught proper eating habits and personal hygiene during snack times and bathroom breaks
- Developed learning stations in reading and science to make learning hands-on
- Taught reading to small groups of beginning readers and charted improvements for each student

WORK EXPERIENCE

T.J. Maxx, Schaumburg, IL

February 20xx to Present

Assistant Manager

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods
- Inventory stock and reorder when inventory drops to a specified level
- Instruct staff on how to handle difficult and complicated sales

VOLUNTEER EXPERIENCE

University of Illinois Extension - Cook County, Arlington Heights, IL

August 20xx to Present

4-H Volunteer

- Serve as project mentor to help empower young people with skills to be successful