

# John Doe

Address

Address

phone

email

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## Aspiring Human Resources Professional

Training / Coordination / Recruiting

Energetic and devoted professional with experience in delivering instruction, implementing plans, and collaboration. Substantial problem solving skills, multi-tasking, and proven success in a rapidly changing environment. Commitment to professional development with multiple committee participation.

### Highlighted Areas of Expertise:

\*Excellent communication skills

\*Strong Work Ethic

\*Conflict Resolution

\*Instruction and Training

\*Detail Oriented

\*Curriculum Development

**Technical Skills:** Microsoft Office, Google Drive, SMART Technologies

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## Education

### ABC University – XYZ, WI, May 2010

B.S. in Elementary Education / Early Childhood Education / Adaptive Education

### American Council on Exercise, October 2013

Personal Trainer Certification

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## Professional Experience

Elementary Education Teacher

**2011-Current**

**ABC School District**

\*Provide education and implement curriculum daily to over twenty students.

\*Lone general education teacher on DPI mini-grant which incorporates visual scheduling and visual supports for students with autism.

\*Student council coordinator for school; eighteen 3<sup>rd</sup>-5<sup>th</sup> graders; community and school fundraising

\*Innovative Education Committee member; research, plan and design personalized educational experiences

Personal Trainer/Manager

**2013- Current (Trainer)**

**ABC Organization**

**2008-2009 (Manager)**

\*Build rapport with members and clients

\*Membership sales

\*Design individual exercise plans based on client needs

\*Marketing for club

\*Give free consultations to interested members

\*Interact with members