

Sample 1 Name

Address Address Phone and Email

Aspiring Human Resources Professional **Training Specialist / Coordination / Development**

Energetic and devoted professional with more than 4 years of experience in delivering and facilitating instruction, implementing lesson plans, and collaborating with diverse teams. Substantial problem solving skills, multi-tasking, and proven success in a rapidly changing environment. Proven leadership skills through committee work and eagerness to continuously enhance career development.

Highlighted Areas of Expertise

Curriculum Development
Conflict Resolution
Results-Oriented

Instruction and Training
Influential Facilitator
Extremely Personable

Professional Experience

Elementary Education Teacher, August 2011-June 2014

ABC School District

- Provide cross-curriculum education and instruction to 23 students. Responsible for maintaining a safe and responsive classroom environment for all students, including three students with special needs and their Individualized Education Plans (IEPs).
- Encourage student growth by emphasizing a positive attitude within the classroom.
- Advise and direct teaching aides and support staff to assist with daily activities for students with disabilities.
- As part of a science committee, designed a third grade unit on heredity based on the Next Generation Science Standards of the Common Core State Standards.
- Lone general education teacher on a Wisconsin Department of Public Instruction \$8,000 mini-grant, that incorporates visual scheduling and visual supports for 10 students with autism. Responsible for submitting students' pre & post adaptive skill information and reporting progress at monthly staff meeting and bi-monthly grant team meetings to document practice and results.

Volunteer and Leadership Activities:

- Student council coordinator for eighteen 3rd-5th graders devoted to community and school fundraising. Directed weekly meetings and led initiatives including:

- Raised more than \$5,900 within two years for the Leukemia & Lymphoma Society during all-school Name of Event spare change drive,
- Raised more than \$1,000 raised to the ABC Center and,
- Spread holiday cheer for senior citizens at ABC Senior Home
- Innovative Education Committee member appointed to research, plan and strategically design personal educational experiences.
 - Reviewed personalized learning elements, such as: core components, learning and teaching, relationships and roles, and structures and policies, to garner a better understanding of student learning opportunities.
 - Planned a district learning proposal to be presented to the ABC School Board, requesting more technology integrated into the classrooms.
 - Observed an elementary school using a “one-to-one initiative” that offers iPads for all students without textbooks.

Personal Trainer, December 2013-May 2014

ABC Fitness

- Built rapport with members and clients.
- Designed individual exercise plans based on client needs.
- Gave one-on-one consultations to interested members.

Mentor, June 2012-June 2014

ABC 1-2-3

- Meet up twice a month for a few hours at a time with mentee.
- Teach valuable life lessons, such as placing an order, counting change, introducing oneself.
- Attend social events run through ABC program.

Summer Promotions Coordinator, 2011-2012

- Oversaw merchandise booth.
- Calculated sales and organized inventory.
- Promoted band website and email list.

Education

ABC University – ABC, WI, May 2010

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

American Council on Exercise

Personal Trainer Certification – **October 2013**

Health Coach Certification – **July 2014**

Technical Skills: Microsoft Office, Google Drive, SMART Technologies