[Your Name]
[Street Address], **[City, ST ZIP Code]**
[phone]
[e-mail]

"...exceptionally energetic and

enthusiastic teacher...projects a

charisma that captures the imagination

of students...demonstrated excellent

classroom management skill..."

Simon Pearson
former administrator

Professional Profile

Eager to bring elementary students into the twenty-first century using a unique combination of education experience coupled with ten years' business background in computer systems management.

- Hold Masters Degree in Elementary Education and Bachelors Degree in Computer Science.
- Experienced in use of the Internet and educational software.
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children.

Education, Honors, and Certifications

M.S. Elementary Education
Elm College, Flushing, NY. 1995

Bachelor of Science Computer Science
Fir Tree University, Hempstead, NY. 1984

Kappa Delta Pi Honor Society Member

Provisional Certifications
NY State Elementary Education. 1995

NY State Business Education. 1995

Key Qualifications

Certified in Elementary (K-6) and Business Education

Plan and instruct each subject area using wide variety of teaching aids, motivational and implementation strategies to engage students in active learning.

Incorporate learning modality principles into classroom and individual instruction. Develop and conduct inter-grade activities. Utilize Heath automated math management system.

Implement technological approaches to subject material. Research educational resources on the Internet. Assist with information retrieval.

"...business background in technology

was supportive to the use of videos and

computers in the class...She volunteered

for cooperative opportunities in the

media center and helped teachers to

accommodate computers...I recommend

her with the highest regard..."

Aidan Delaney
2nd Grade Teacher
New York City Schools

Experienced Computer Educator

Designed and conducted various faculty and student workshops for training in word processing and spreadsheet software. Instructed corporate personnel in use of word processing, desktop publishing, and drafting programs for conversion from manual typesetting and drafting to computer assisted methods.

Computer Skills

- **Software (IBM and MAC environments):** Microsoft Windows® and DOS, WordPerfect, Lotus123, Microsoft Word, PageMaker, AutoCAD, Books in Print, Baker & Taylor Links, Bibbase
- Working knowledge of the **Internet**
- **System installations and debugging;** terminal/printer operations

"...deeply involved in learning about

the educational state-of-the-art,

Employment

Professional Development in Education

- **Substitute Teacher, K thru High School,** April 1995 to present
- **Graduate Advisor, Education Dept.,** October 1995 to present
  Elm College, Flushing, NY
- **Workshop Presenter,** November 1995
  First combined International Reading Association Regional Conference, Nashville, TN
- **Information Services Assistant,** May 1994 to August 1995
  Elm College, Flushing, NY
- **Student Teacher,** September to December 1994
  Fir Tree Elementary, Flushing, NY

Computer Related Training Positions

- **Workshop Presenter,** February, 1995
  Maple High School, East Islip, NY
- **Graduate Assistant,** August 1993 to May 1994
  Elm College, Flushing, NY
- **Software Engineer,** 1989 to 1991
  Trey Research, Smithtown, NY

Corporate Computer Systems Management

- **Systems Manager,** 1987 to 1989
  A. Datum Corporation, Bohemia, NY
- **Software Quality Assurance Engineer,** 1986 to 1987
  Fabrikam, Inc., Smithtown, NY
- **Staff Administrator, Executive Department,** 1984 to 1986
  The Telephone Company, Brooklyn, NY
- **Student Director/Assistant, Computer Science Lab,** 1981 to 1984
  Fir Tree University, Hempstead, NY

Professional Affiliations

International Reading Association
Association for Supervision and Curriculum Development