

# Your Full Name

Address- phone number- e-mail - linkedIn

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## Secondary English School Teacher

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### Professional Summary

2-3 years' experience teaching and coaching adolescents. Deep knowledge of grammar as demonstrated by independently providing weekly lessons as a supplemental instructor for college freshman. Strong leadership and collaborative skills serving diverse populations as an instructor, coach and volunteer.

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### Education

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**Bachelor of Science, English Secondary Licensure** – Eastern New Mexico University, Portales NM

**GPA 3.62** – Pending Official Certification. All NES exams successfully completed

May 2020

**Associates of Arts** – General Studies GPA 3.47

Dec. 2017

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### Teaching and Related Experience

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**Student Teaching** | Portales High School

Jan.-May 2020

- Teaching four sections of Sophomore English and one section Junior English
- Created six-week book study to enhance student's literature comprehension and appreciation

**Substitute Teaching** | Portales High School

Aug. 2018-2019

- Current Certified Substitute License in New Mexico Lic. #385951
- Taught pre-K through 12<sup>th</sup> grade; demonstrated flexibility, adaptability, and classroom management skills

**Supplemental Instructor** | Eastern New Mexico University

Aug. 2017-Dec. 2018

- Managed and led a section of ENG 097: Basic Writing Skills for 11 Freshman
- Collaborated with professional mentor weekly to evaluate performance
- Offered supportive and encouraging tutoring skills with all students

**Coaching Experience** | Portales High School

Jan 2018-Present

**Head Distance Track Coach 2019-2020 – Assistant Track and Cross-Country Coach 2018-2019**

- Current Certified Coaching License in New Mexico Lic. #385951
- Develop and implement athletic workout plan for the season

**Dawg Days Counselor** | Eastern New Mexico University

Aug. 2016, 2017, 2019

- Engaged and lead incoming students in orientation activities
- Provided approachable positive attitude to new students
- Collaborated with ENMU staff, faculty, and administration

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### Other Work and Volunteer Experience

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**Conference Worker** | "Higher Things" National Lutheran Youth Conference

2017-2020

**Manager of Volunteers 2019 and 2020 – Volunteer 2017 and 2018**

- Coordinated and collaborated with conference staff for projects and assignments
- Managed and delegated assignments to volunteers

**Volunteer Princess, Rapunzel** | Monarch Formals Princess Party Fundraiser

2019

**Volunteer** | LSC Championship Track Meet Hosted by ENMU

2019

**Volunteer** | Eastern in Action

2016, 2017, 2018