

Your Full Name

Address- phone number- e-mail - linkedIn

Secondary English School Teacher

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.

Education

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

Teaching and Related Experience

Student Teaching | Portales High School

Jan.-May 2020

- Taught 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 12th grade; demonstrated flexibility, adaptably, 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

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