

I.M. TEACHER

2500 East Coast Lane • Charleston, SC 29424 • (843) 555-1212 • teacherim@g.cofc.edu

- Education** **Bachelor of Science in Elementary Education**, May 2018
College of Charleston, Charleston, SC
- Overall GPA 3.2/4.0
 - Will be certified by the State of South Carolina to teach grades 1-8
 - Passed Praxis II: PLT: Grades K-6, remaining tests required for initial certification scheduled for March 31, 2018

- Teaching Experience** **Flowertown Elementary, Summerville, SC**
Clinical Intern (Spring 2018)
- Assumed full planning and teaching responsibilities in all academic areas for a classroom of 20 third grade students
 - Teacher manuals were followed for math, science, social studies, spelling and reading, however, other activities were created to make the materials more hands-on and meaningful
 - Created and instructed mini-unit on "Safety and Accident Prevention"
 - Developed new materials for individual learning packets created for both remedial and accelerated students
 - Actively participated in parent-teacher conferences

Field Experiences

- Mount Zion Elementary, Johns Island, SC, *fifth grade*
- Observed and taught two lessons in social studies
- Oakland Elementary, Charleston, SC, *first grade*
- Observed and taught three guided reading lessons
- Stiles Point Elementary, James Island, SC, *third grade*
- Observed and taught five science lessons on solids, liquids, and gases

Roper Child Care Center, Charleston, SC

Teacher Assistant (Summer 2017)

- Conducted daily educational activities for groups of 5-7 pre-school aged children
- Established and enforced rules to maintain a safe and fun environment
- Collaborated with lead teacher in classroom management and parent/teacher communication

Private Home Tutor

- Charleston, SC (Spring 2017) First grader in all subjects
- Florence, SC (Summer 2016) Fourth grader in mathematics

- Additional Experience** **Publix Supermarket, Florence, SC**
Assistant Bookkeeper (Summers 2016 & 2017)
- Balanced daily cash receipts
 - Used Excel software to maintain information on accounts payable and to complete reports

- Skills and Activities**
- Zeta Tau Alpha National Sorority, 2015-2017
 - Certified by Red Cross in Basic First Aid
 - Computer literate in Mac & PC software programs

Edie Cator

SPECIAL EDUCATION TEACHER

South Carolina License, K-12

EDUCATION

Master of Arts in Teaching (MAT), December 2017

The Graduate School of College of Charleston, Charleston, SC

- Overall GPA 3.9/4.0
- Passed all Praxis tests required for certification

Bachelor of Arts in Interdisciplinary Studies, May 2010

University of South Carolina, Columbia, SC

TEACHING EXPERIENCE

Wando High School, Mt. Pleasant, SC

Clinical Intern, Fall 2017

- Prepared units and lessons in co-ordinance with SC Employment Diploma program
- Developed plans of reinforcement for students with academic and/or behavioral needs
- Conducted behavioral observations and curriculum based assessments
- Facilitated appropriate techniques to aid students with severe reading difficulty
- Implemented points system that reinforced positive student behavior and significantly decreased classroom disruptions within the first four weeks of implementation

Wando High School, Mt. Pleasant, SC

Field Experience, Spring 2017

- Observed lead teacher and taught two lessons on reading in TMD classroom

Wando High School, Mt. Pleasant, SC

Teacher's Assistant, August 2014 - May 2016

- Followed all instructions of the lead teacher in 10th grade classroom
- Prepared activities to promote basic, social, behavior, writing, and motor skills
- Job shadowed students at internships

Charleston County School District, Charleston, SC

Substitute Teacher, April 2014 - June 2014

- Assumed responsibilities of teacher, implemented existing lesson plans, and oversaw classroom activities
- Became permanent substitute teacher at Wando High School, Physical Education Department

ADDITIONAL EXPERIENCE

Promus Hotel Corporation, Memphis, TN

Hampton Inn, *Assistant General Manager*, Greenville, SC, August 2012 - August 2015

Hampton Inn, *Assistant General Manager*, Columbia, SC, June 2010 - June 2012

- Supervised, recruited, and trained employees
- Maintained hotel budget, sales, labor, and supply costs

SKILLS AND ACTIVITIES

- Boys and Girls Club, volunteer
- Special Olympics of SC, committee member
- Best Buddies, volunteer
- Safe Haven, mentor
- American Red Cross First Aid / CPR Certified through August 2018