

Edie Cator

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Education **Bachelor of Science in Elementary Education**, May 2010

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

Teaching Experience **Flowertown Elementary, Summerville, SC**

Clinical Intern (Spring 2010)

- 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 individual learning packets for both remedial and accelerated students
- Actively participated in parent-teacher conferences

Practicum Experiences

- Mount Zion Elementary, John's 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 2009)

- 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 2009) First grader in all subjects
- Florence, SC (Summer 2008) Fourth grader in mathematics

Additional Experience **Publix Supermarket**, Florence, SC

Assistant Bookkeeper (Summer 2007 & 2008)

- 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, 2007-2009

· Certified by Red Cross in Basic First Aid

· Computer literate in Macintosh software programs

I.M. TEACHER

1234 College Road
Charleston, SC 29401
(803) 123-4567
imteacher@edisto.cofc.edu

EDUCATION

Master of Arts in Teaching (MAT), May 2010

The Graduate School of College of Charleston, Charleston, SC

- Overall GPA 3.9/4.0
- Will be certified by the state of South Carolina, Special Education, K-12

Bachelor of Arts in Interdisciplinary Studies, May 2000

University of South Carolina, Columbia, SC

TEACHING EXPERIENCE

Wando High School, Mt. Pleasant, SC

Clinical Intern, Fall 2009

- 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 to positively reinforce the students for expected behavior

Wando High School, Mt. Pleasant, SC

Practicum, Spring 2009

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

Wando High School, Mt. Pleasant, SC

Teacher's Assistant, August 2006 - May 2008

- 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 2006 - June 2006

- Assumed responsibilities of the teacher
- 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 2002 - August 2005

Hampton Inn, Assistant General Manager, Columbia, SC, June 2000 - June 2002

- 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