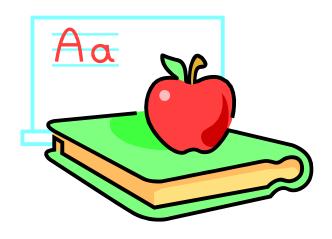
# THE CAREER CENTER LOYOLA UNIVERSITY MARYLAND



# SCHOOL OF EDUCATION SAMPLE RESUMES

(410) 617-2232 thecareercenter@loyola.edu www.loyola.edu/thecareercenter

# Ed U. Cation

# **Campus Address:**

4501 North Charles Street, MS xxxx Baltimore, Maryland 21210 (xxx) xxx-xxxx

#### **Home Address:**

345A Instructor Way Charlestown, Maryland xxxxx eucation@loyola.edu

# **EDUCATION:**

# Loyola University Maryland - Baltimore, Maryland

Bachelor of Science degree in Mathematics and Maryland Teaching Certification Minor in Secondary Education Expected 5/xx

Overall GPA: 3.5

- Honors: Alpha Sigma Nu National Jesuit Honor Society, Kappa Delta Pi Education Honor Society
- Organizations: College Board of Discipline, Education Society, Math Club

# **TEACHING EXPERIENCE:**

Overlea High School - Baltimore, Maryland

3/xx-12/xx

10/xx-12/xx

- *High School Math Teaching Internship Full-Time*❖ Instructed two Algebra II classes and two Honors College Algebra classes.
- Planned creative lessons to effectively communicate content knowledge to students, including accommodations for struggling students and students with IEPs.
- Designed a test for Honors College Algebra.
- Created an engaging bulletin board to show students the history of common mathematical notations.

High School Math Teaching Internship – Part-Time

3/xx-4/xx

- Assisted in instruction and classroom management for two standard Algebra classes, two Honors Trigonometry classes, and one Advanced Placement Statistics class.
- Developed and taught a lesson focused on accommodations for struggling learners.
- Guided one-on-one practice with students and in small groups.
- ❖ Attended a visitation at Golden Ring Middle School to assess incoming student content knowledge and skill levels through classroom observations.

#### Franklin Middle School – Reisterstown, Maryland

9/xx-4/xx

Seventh Grade Math Teaching Internship – Full-Time

1/xx-4/xx

- Instructed two Algebraic Thinking classes and one Pre-Algebra class.
- ❖ Assisted in the configuration of the room and student seating arrangements.
- ❖ Attended the county-wide math teacher conference, conferences with school nurse and guidance counselor, sixth grade locker night, back-to-school night, and IEP meetings.
- Planned engaging lessons to effectively communicate content knowledge to students, including modifications of lessons for students with IEPs and colorblindness.
- Designed a test review for Pre-Algebra which was used by other teachers in the department.
- Prepared creative bulletin boards to help with positive reinforcement and common MSA test topics.
- Completed duties such as setting up the grade book, grading, entering grades, and returning papers.

Seventh Grade Algebraic Thinking Math Teaching Internship – Part-Time

9/xx-12/xx

- ❖ Taught and adapted interactive lesson activities to fit the needs of inclusion students and to make the content more motivating and engaging.
- Guided one on one practice with students and in small groups.
- Provided modifications for students with IEPs, attended meetings, and administered pull-out testing.
- Designed a test review and helped with grading, entering grades, and passing out papers.

# **Ed U. Cation**

#### RELEVANT EXPERIENCE:

# The Children's Guild - Baltimore, Maryland

9/xx-12/xx

Classroom Aide

Provided general classroom support to the teacher, worked with students by reading stories, helping with worksheets, completing projects, and answering questions.

# HeadStart Southeast - Fells Point, Maryland

2/xx-5/xx

Volunteer Assistant

❖ Aided students in learning English through engaging them in games and storytelling, and supervised outdoor recreation time.

# **Cristo Rey Jesuit High School** – Fells Point, Maryland

10/xx-12/xx

Tutor

Tutored students in content areas, connected with the students in a positive way for support and guidance, and provided a safe after school environment.

# EcoTech Summer Camp - Parkville, Maryland

Summers 20xx-20xx

Counselor

- ❖ Worked in groups, taught, played games, and protected safety of campers.
- Planned for camp by organizing itineraries and packing lists, and preparing supplies.

#### WORK EXPERIENCE:

# Eddie's of Roland Park - Baltimore, Maryland

5/xx-Present

Candy/Flower Clerk

- Train employees, stock shelves and candy, take inventories, order, and care for flowers.
- Provide customer service through making baskets and floral arrangements, and gift wrapping.

#### **CERTIFICATIONS/SKILLS:**

- ❖ Sign-language Interpretation Certification (9/xx-Present)
- ❖ Spanish Certification program, Spanish as a second language (1/xx-Present)
- Microsoft Word and PowerPoint, Internet Explorer, MATLAB and LaTeX

# 1400 Independence Way • York, PA xxxxx (xxx) xxx-xxxx • scientz@gmail.com

# PAUL E. SCIENTZ

**EDUCATION** 

Loyola University Maryland

Baltimore, MD Bachelor of Arts in History and Political Science (Interdisciplinary Major) May 20xx

Minor: Secondary Education. GPA: 3.3/4.0

Distinguished Community Service Award – Fall 20xx

Boy Scouts of America Eagle Award – Spring 20xx

# Assumption University of Thailand

Bangkok, Thailand

Completed coursework in history, politics and theology

Fall 20xx semester

Traveled to nine countries, including India, Sri Lanka, Cambodia, Laos, Vietnam, China, Japan, Singapore

#### TEACHING EXPERIENCE

# Our Lady of Mount Carmel High School

Teaching Intern – U.S. History 11<sup>th</sup> Grade

Essex, MD Fall 20xx

Developed and implemented lessons for 11<sup>th</sup> grade U.S. History course curriculum, for both standard and honors classes totaling 65 students, with an emphasis on social studies skills and critical thinking development

# Franklin Middle School

Reisterstown, MD

Teaching Intern – U.S. History 8<sup>th</sup> Grade

Fall 20xx

- Created and implemented lessons for an 8<sup>th</sup> grade U.S. History course curriculum, for both standard and gifted and talented classes totaling 140 students, emphasizing social studies skills and critical thinking development
- Collaborated with special educator in the classroom to accommodate students with learning disabilities and special needs

Villa Maria Continuum

Timonium, MD

Teaching Intern – Special Education Classroom

Spring 20xx

Aided in an 8<sup>th</sup> grade class of students with emotional and behavioral disabilities

### St. Ignatius Loyola Academy

**Tutor** 

Baltimore, MD

Fall 20xx Tutored 8<sup>th</sup> grade students in all content areas during an after-school enrichment mentoring program

#### RELEVANT EXPERIENCE

**Boy Scouts of America** Assistant Scoutmaster

Baltimore, MD/Morrisville, PA

Spring 20xx – present

- Attend monthly campouts with 70 scouts, including skiing, biking, climbing, backpacking, paddling, and shooting
- Plan and run weekly meetings to prepare scouts for campouts and educate them about basic camping skills
- Facilitate rank advancement for the scouts through hands on instruction

#### Philmont Scout Ranch

Cimarron, NM

Wilderness High Adventure Guide (Ranger)

Summer 20xx, Summer 20xx

- Guided crews of 8-12 Boy Scouts and adult volunteers on 10-21 day backpacking excursions through the Rocky Mountains
- Practiced low impact camping and Leave No Trace principles throughout the 137,000 acres of the Boy Scout property
- Taught technical skills in campsite selection and set-up, adhering to bear procedures, itinerary planning, backcountry camping and cooking, wilderness first aid, and interpersonal skills in leadership, self-awareness, and group development

### **ACTIVITIES & COMMUNITY SERVICE**

*Orientation Leader for First-Year Students* (Spring 20xx – Fall 20xx)

- Facilitated the college transition for first-year students through outreach programs, group meetings, and campus activities Student Intern for the Office of Campus Ministry (Fall 20xx – Spring 20xx)
- Ministered to the spiritual needs of the campus community through spiritual development and 3-5 day retreat programs Africa Service Immersion Experience in Zambia/D.R. Congo (Summer 20xx)
- Served as a member of 17-person team from St. Marks Coptic Orthodox Church of Fairfax, VA conducting spiritual outreach and ministry and completed volunteer service at the local HIV/AIDS clinic, hospitals and orphanages

#### Hurricane Katrina Relief Volunteer in Pass Christian, MS (Spring 20xx)

Provided disaster relief for Gulf Coast communities in need of home reconstruction during a week-long spring break trip