

SAMPLE CHRONOLOGICAL RESUME - Education

Margaret S. Sage

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OBJECTIVE: To obtain position as an elementary school teacher

EDUCATION

MS in Childhood Education, Anticipated Month, year
Sage Graduate School, Troy, NY
GPA: 3.6/4.0

BS in Childhood/History Education, year
Russell Sage College, Troy, NY
GPA: 3.8/4.0; Dean's List: 6 Semesters, month/year.....

CERTIFICATION

Initial New York State Certification in Childhood Education, grades 1-6, pending Month, year

TEACHING EXPERIENCE

Student Teacher, Craig Elementary School, Niskayuna, NY, Month, year -present
Grade 4

- Prepared, taught creative, hands-on lessons involving costuming, theatre arts, communication
- Designed, organized, carried out lessons for gifted students, special needs students
- Created behavior modification program to meet individual student's needs
- Integrated pupils ideas, interests into lesson plans

Student Teacher, Dorothy Nolan Elementary School, Saratoga Springs, NY Month, year - Month, year
Primary multi-age class

- Designed, created lesson plans integrating a winter theme across the curriculum
- Collaborated with parent volunteers to plan classroom activities
- Managed active primary classroom, kept students on task, maintained class rules through positive reinforcement
- Evaluated student progress using teacher designed assessment tools

RELATED EXPERIENCE

Teacher Assistant, Bell-Top School, North Greenbush, NY, Month, year - Month, year

PROFESSIONAL AFFILIATIONS

Member, New York State Teacher's Association, Albany, NY, Month, year -present
Secretary, Association of English Teachers, Troy, NY, 11/99-present

COMPUTER SKILLS: Microsoft Word, PowerPoint, Access, Excel, HTML, Internet research

LEADERSHIP EXPERIENCE

Fundraiser, Ronald McDonald House, Albany, NY Month, year -present

- Organized program that raised \$5000.00

Volleyball Coach, Troy High School, Troy, NY, Month, year -present

PROFESSIONAL DEVELOPMENT

- A related training

ADDITIONAL EXPERIENCE

Waitress, Daisey Baker's Restaurant, Troy, NY, Month, year - Month, year