

Sally Sample

608-123-4567 • Ssample@wisc.edu
1234 Education Lane • Madison, WI 53715

Education

- **University of Wisconsin-Madison** Madison, WI
Bachelor of Science in Elementary Education May 20XX
Minor: English Language Arts
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Education-Related Experience

- **St. James School – After Care Employee** Madison, WI
Manager August 20XX-Present
 - Interviewed, hired, and conducted on-going training for 20 employees
 - Role-modeled positive behavior for all students at St. James school
 - Directed and supervised student-centered lesson plans allowing students freedom to express themselves and feel ownership within the program
 - Generated and implemented safety procedures for both staff and students to create a safe, consistent, and welcoming environment
 - **Education Portfolio and Career Services** Madison, WI
Student Liaison May 20XX-Present
 - Provided leadership in portfolio student professional development to help peers implement reflective practice into educational careers
 - Attended portfolio authoring sessions to build portfolio expertise
 - Supported portfolio staff at student training sessions
 - **Schools of Hope** Madison, WI
Tutor January 20XX-Present
 - Participated in tutor training session, specializing in elementary math and literacy
 - Provided academic guidance one-on-one with students to create a trusting relationship and improve student literacy
 - **St. James School** Madison, WI
Extracurricular Teacher August 20XX-December 20XX
 - Organized and implemented a cooking class into the extracurricular class sequence
 - Created and implemented 8 weekly student-centered lesson plans for groups of about 7 students
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Employment

- **Sandwich Artist** New Berlin, WI
Subway August 20XX-Present
 - Created sandwiches and salads to order, while maintaining exemplary customer service
 - Monitored and ordered new food product weekly to ensure adequate product numbers and freshness of food in store