

# Sample Resume – Education Major

## Wanda Greenleaf

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### Profile

Caring, confident, and creative educator with an interest in helping young minds to discover the world of science.

### Education

B.S. Elementary Education (K-8 certification) with concentration in science, 2014-present  
University of Maine at Farmington, Farmington, Maine  
3.67 GPA, Dean's List Recipient  
Eligible for Maine Teacher Certification (020)

### Teaching Experience

Student Teacher, Cascade Brook School, Grade 6  
Farmington, Maine, October 2016-present

- Teach Connected Math and Everyday Math lessons to a class of 18 students
- Integrate language arts and geography in the teaching of *Lost on a Mountain* in Maine
- Implement a "Caught in the Act" management strategy to reinforce appropriate behavior
- Teach basic web-page development skills so students can create electronic portfolios

Student Teacher, W.G. Mallett School, Grade 2  
Farmington, Maine, September-October 2015

- Developed and taught a two-week unit on butterfly lifecycle for a second-grade class of 17 students
- Participated in the development of an IEP for a student with Dyslexia
- Developed a classroom behavior modification program for a student with ADHD
- Telephoned parents with concerns about behavior and academic progress
- Integrated cooperative learning activities in teaching science lessons on three states of matter
- Integrated use of KidPix software in teaching three lessons on Maine geography

Tutor, UMF Math Clinic

Farmington, Maine, September 2014-May 2014

- Tutored college students in Introductory Statistics, PreCalculus, and Calculus I
- Consulted with mathematics faculty to ensure tutoring paralleled course curriculum

Practicum Teacher, Bloomfield Elementary School, Grade 3, Skowhegan, Maine, Fall 2014

- Assisted with teaching Everyday Math lessons
- Participated in parent-teacher conferences
- Supervised lunch and recess

Substitute Teacher, Jay School Department  
Jay, Maine, September-December 2014

- Taught topics ranging from homonyms to pre-algebra in grade 2-8 classrooms
- Maintained fair and consistent standards of behavior
- Served as two-week substitute for a high school math teacher

### **Leadership Experience**

Community Assistant (Residence Life), UMF  
Farmington, Maine, August 2014-present

- Responsible for the safety, well being, and adjustment of 125 students in the UMF residence halls
- Enforce State and University laws concerning alcohol and tobacco
- Trained in conflict mediation and suicide prevention
- Implement programs for residence relating to substance abuse, mental health, and safe sex
- Maintain conduct standards for peers and hall residents

Camp Counselor, Camp Waban  
Sanford, Maine, June-August 2013

- Worked one-on-one to develop attention span of a 7-year-old boy with Autism
- Supervised two children with developmental disabilities during free-swim time
- Taught life skills, including personal hygiene, to children with developmental disabilities

### **Technology Skills**

Proficient with Microsoft Excel, FrontPage, PowerPoint, Word, Inspiration software, and Smartboards

### **Language Skills**

Intermediate knowledge of Spanish language

### **Clubs and Organizations**

- Member of UMF chapter of SEAM (Student Education Association of Maine)
- Member of UMF Women's Rugby Club

### **References**

Jacqueline Saunders, Multi-Age Teacher, W.G. Mallett School, 207-778-5566

Joe Tutlis, UMF Field Services Supervisor, 207-778-7000 or joe.tutlis@maine.edu

Marilyn Wegner, Math Clinic Supervisor, 207-778-7000 or mwegner@maine.edu