



Secondary Education Resume

Henry H.S Education

1111 School House Lane | Apple, MN 56666
(555) 444-3333 | heducation@primer.net

EDUCATION

Bachelor of Science in Social Studies

May 20XX

St. Cloud State University (SCSU), Saint Cloud, MN

- Credited by the National Council for Accreditation of Teacher Education
- Certified: Social Studies (7-12)

TEACHING EXPERIENCE

Student Teacher, 9th Grade American History

January 20XX-May 20XX

Sauk Rapids High School, Sauk Rapids, MN

- Developed classroom management skills to create a structured learning environment.
- Planned and implemented various lesson plans that provided for a variety of learning styles.
- Used simulations to help students obtain better understanding of the material.

Field Experience, Grades 10-12, Alternative Education Program

September-December 20XX

St. Cloud Alternative School, St. Cloud, MN

- Applied course on current events, which traced events that occurred after the 9/11 tragedy.
- Planned and presented a program to enhance students' ability in the areas of technology, word processing, and research.

TEACHING RELATED EMPLOYMENT

Lead Teacher, Bi-County Cap Headstart, Pierz, MN

September 20XX-May 20XX

- Supervised and taught intergraded classroom for three and four year olds
- Visited homes of students and worked with parents to create in-home learning
- Monitored student progress and kept daily records by displaying detail-orientated skills

Owner, Cabot Early Child Development Center, Cabot, AR

March 20XX-May 20XX

- Supervised and managed childcare facility licensed for 89 children age 6 weeks-12 years old
- Hired, trained, and supervised 20 staff members in company standards and procedures
- Responsible for upholding maintenance of state licensing regulations for all staff members

ADDITIONAL EMPLOYMENT

Assistant Manager, Thrifty White, Brainerd, MN

June 20XX-Present

- Use communication and community relations skills to assist thousands of customers
- Demonstrate strong attention to detail managing inventory and reconciling daily receipts