

# CHRONOLOGICAL RESUME FORMAT EXAMPLE

## Suzie Major

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### Summary of Qualifications

- Certified early childhood education teacher (pre k-3<sup>rd</sup> grade) who incorporates diverse teaching methods to meet students' varying needs and interests
- Excellent communicator, whether reading creatively and energetically to students or building rapport with students, parents, faculty, and administrators
- Creative professional utilizing technology (Smart Boards, Smart Tables, iPads), materials, and resources to create imaginative lesson plans and play opportunities

### Education

**Bachelor of Science in Education, Early Childhood Education**, Graduated: May 2015

Troy University, Troy, AL

- GPA: 3.5
- Alabama Class A & B Certifications, Early Childhood Education

### Classroom Experience

**Student Teacher**, *Sunshine Grove Elementary*, Madison, AL, January-May 2015

- Developed and implemented semester-long kindergarten classroom lesson plans, meeting all learning objectives
- Communicated with supervising teacher to identify students' progression
- Met with parents/guardians to discuss children's progress and determine mutual goals and priorities for their children
- Observed Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assessment
- Implemented discipline plan, managing full classroom supervision and instruction for four weeks
- Attended all grade level, faculty, reading data, and school-wide professional development meetings

**2<sup>nd</sup> Grade Literacy Instructor**, *Wrights Mills Elementary School*, Auburn, AL, Sept-Nov 2014

**Instructor, Ages 4-8**, *Auburn University Summer Enrichment Program*, Auburn, AL, June 2013

**Kindergarten Observation First Week**, *Jeter Primary School*, Elba, AL, August 2012

### Related Experience

**Daycare Volunteer**, *Troy Kids*, Troy, AL January 2013-December 2014

- Built rapport quickly with children ages four to seven
- Observed and assisted with daily activities

**Mentor**, *Best Buddies*, Troy, AL, August 2012-May 2013

- Academically and socially mentored an 6 year old male with autism

### Computer Skills

Inspiration, Adobe Acrobat, Apple iTunes Podcast, Apple iLife Garageband, Quick Time, Dropbox, ShowMe, Notability, iTunes U, and Prezi