

MIDDLE SCHOOL ENGLISH TEACHER

SAMPLE RESUME

1342 South Street, Jacksonville, FL 23134

(212) 204-5645

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An organized professional with proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Have the ability to communicate complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

PROFESSIONAL EXPERIENCE

PATHWAYS PRIMARY SCHOOL

Jacksonville, FL

English Teacher

July 2008 - Present

- Met parents and school governors; maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist students to prepare for examinations in a 2,500+ student school
- Assess and look after 150+ students' progress throughout the term and work closely with other staff to efficiently plan and coordinate work
- Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects
- Trained four new English teachers, emphasizing the importance of classroom control, time management, course planning, and adherence to curriculum
- Plan the content to be covered in the class according to the curriculum, the number of weeks available and the date of the final exam

MOUNT HILL SECONDARY SCHOOL

Jacksonville, FL

Teaching Assistant

May 2006 - July 2008

- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance
- Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students

EDUCATION

ADULT EDUCATION CENTRE

Chicago, IL

Teaching assistant course, June 2005

- Certificate course

ADDITIONAL SKILLS

- Excellent with children
- Expertise in teaching assistance
- Excellent communication and interpersonal skills
- Strong time management skills
- Proficient in Microsoft Office and with modern classroom technology