

# Early Childhood Educator (B.S.Ed.) Sample Résumé

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## SHANE DALE

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### OBJECTIVE

An early childhood teaching position; willing to coach volleyball and basketball.

### EDUCATION

**B.S.Ed., Early Childhood Studies**, Northern Illinois University, DeKalb, IL May 20XX

**Certification:** IL Type 04; Preschool Special Education Approval

**A.A.**, Sauk Valley Community College, Dixon, IL May 20XX

### SPECIAL SKILLS

- **Technology:** MS Office Suite, LiveText and WebQuests
- **Health Certifications:** CPR and First Aid

### TEACHING EXPERIENCE

**Student Teacher**, Jefferson Elementary School, Sterling, IL, March – May 20XX

- Designed unit plans on pets, nutrition, and Easter including all developmental domains for Kindergartners.
- Assisted in a screening session for potential pre-kindergarten students.
- Introduced effective cooperative play techniques and resolved social conflicts.
- Reorganized the classroom, separating quiet and loud areas.

**Student Teacher**, McIntosh Elementary School, Rockford, IL, January – March 20XX

- Constructed a 2<sup>nd</sup> grade interactive unit plan on healthy bones.
- Presented a social studies/writing unit on the Underground Railroad.

**Clinical Experience**, Otter Creek Elementary School, Elgin, IL, October – December 20XX

- Observed and employed the PECS system with pre-kindergarten children on the autistic spectrum.
- Delivered a lesson on making gingerbread houses.

### RELATED EXPERIENCE

**Daycare Worker**, Campus Child Care Center, Northern Illinois University, DeKalb, IL, May – December 20XX

- Supported play of children ages 3 to 7, managing behavioral situations through positive reinforcement.

**Assistant Manager**, Morrison Swimming Pool, Morrison, IL, May – August 20XX

- Assigned swimming teachers to students; set up schedules for teachers.
- Monitored swimming lessons and open swim.
- Swimming Instructor: taught a wide range of students, 6 months to 16 years.

**Nursery Volunteer**, Bethesda Lutheran Church, Morrison, IL, 20XX – Present

- Ensured the safety of 8 - 12 young children.
- Used play to expand language and present new ideas.

### BUSINESS EXPERIENCE

**Administrative Assistant**, Sauk Valley Community College, Dixon, IL, August 20XX – May 20XX

- Coordinated president's calendar and assembled monthly board packets.
- Entered data into Excel spreadsheet; filed documents.
- Transcribed documents from notes and verbal communications.

### HONORS/ACHIEVEMENTS

- Northern Illinois University Dean's List – 3 semesters
- Pi Lambda Theta Honor Society
- Volleyball Team, Sauk Valley College – 2 years