

Penny Smith

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Education: University of Hartford, West Hartford, CT
Masters of Science in Elementary Education, May 20xx
Concentration: Inclusive Education

Bachelor of Science in Business Administration May 20xx

Certification: Connecticut Certification (effective 5/20xx), Elementary 1-6. Praxis I & II passed

Graduate

Field Work: **Hartford School District**, Hartford, CT (5/20xx-6/20xx)

Grade 6 Inclusion Class, School #4

- Provided daily support in the role of Teacher Assistant, with focus on learning styles and diversity of learners.
- Collaborated with Special Education and Developmental Teachers, in addition to Crisis Intervention Specialist to determine appropriate interventions for youth with learning disabilities, emotional disturbances, ADD/ADHD, and Asperger's Syndrome.
- Helped individual students and taught whole group lessons, meeting many different ability levels and emotional needs.
- Attended CSE and treatment conference meetings with professional staff from Hillside Children's Center.

South Windsor School District, South Windsor, CT (spring 20xx)

Grade 3 Inclusion Class, Thornhill Road School

- Completed case study on student with a learning disability, including assessment and recommendations. Designed and taught activity to student based on results.
- Developed science lesson on oceans based on state standards; included interactive components and cooperative learning groups.
- Participated in parent conferences and multi-disciplinary team meetings.

Related

Experience: Hartford High School, Hartford, CT (fall 20xx)
Tutor - Volunteered to tutor an 11th grade student in history to prepare for RCT exams. Researched curriculum, assessed problem areas and developed strategies to decode test questions. Learned the importance of flexibility to best accommodate ever-changing needs.

Stepping Stones Learning Center, Simsbury, CT (9/xx-6/xx)

Paraprofessional - Worked with an ABA program assisting a child with autism in a home setting. Actively participated with professional team to develop and implement preschool IEP.

Business

Experience: Fleet Bank, Hartford, CT (7/20xx-9/20xx)
Client Specialist – Trained new and established customer service representatives on essential systems and products as well as cross-regional functions. Monitored and assisted new representatives in handling customer inquiries. Motivated team members to win team award on promoting increased use of automated systems which saved money and increased customer awareness/satisfaction.

Computer

Skills: Microsoft Word, Excel and PowerPoint. Internet applications.

Professional

Development: *Infusing Technology in Teacher Education Programs* (9/xx)