

Curriculum Vitae

PERSONAL

Name	Daniel Lewis
Address	657 Elm Street, 75043 Dallas, Texas
Phone number	555-123-4567
Email	example@cvmaker.com

RESUME OBJECTIVE

Compassionate and engaging teacher assistant with 5-years of elementary school experience seeking a part-time teaching assistant position. Exceptional communicator who maintains a positive attitude with each student and parent interaction. Strong multitasking, classroom management, and motivational skills, along with a desire to inspire students to achieve their educational and personal development goals.

WORK EXPERIENCE

- Aug 2016 - Present Teaching Assistant
West Dallas Elementary School, Dallas, Texas
- Current teacher assistant for West Dallas Elementary School's 5th grade classes. Recently transitioned from in-class to virtual learning due to global pandemic. While in school, duties included:
- Assembled educational materials, homework packages (both print and digital files), lesson plans, and parent/guardian communications.
 - Supervised 25 to 40 students during arrival, recess, mealtime, field trips, and school dismissal.
 - Mentored and tutored students in groups and individually.
 - Worked with a diverse group of students, ranging from kindergarten to 6th grade, ESL and special needs students.
 - Managed reading groups which increased new book reading of students by 50%.
 - Helped teacher with attendance and manage classroom behavior.
- Jun 2015 - Jul 2016 Student Teaching Internship
Central Elementary School, Ft Worth, Texas
- Responsible for educational lesson planning and online instruction for 3rd grade students in Ft Worth, Texas. Responsibilities include:
- Preparing daily, weekly, and monthly progress reports.
 - Scheduled parent/teacher meetings.
 - Grading of homework and in-class assignments and projects.
 - General education lesson planning for a diverse group of students.
 - Creating a positive learning environment.
 - Stimulated conversation and interaction with students.
- Sep 2012 - Jun 2015 Child Daycare Assistant
Stevens Academy, Austin, Texas
- Was a member of child daycare center in Austin, Texas during my final three years in college. Supervised children of many ages with daily duties including:
- Served breakfast, lunch, and snacks to children.
 - Provided first aid to children as needed for minor incidents.
 - Supervising and interacting with children.
 - Communicated with parents and guardians daily.

EDUCATION AND LICENSING

Jun 2015 - Present	PRAXIS II Certification <i>Dallas, Texas</i>
Sep 2011 - Jun 2015	B.A. in Education - Early Childhood Learning <i>University of Texas Dallas, Dallas, Texas</i>

REFERENCES

University of Texas - Dallas	Dr. Linda Woods <i>On Request</i>
West Dallas Elementary School	Jason Jones <i>On Request</i>
Stevens Academy	Brett Jones <i>On Request</i>

ACHIEVEMENTS

2017 Teacher's Assistant of the Year - West Dallas Elementary School. Awarded Deans List of academic achievement each semester of college - University of Texas Dallas- 2011 through graduation in 2015. Top 10 percentile with PRAXIS II certification exams. State of Texas Licensed Teacher - May 2015.

SKILLS

Classroom Management	Expert
Multitasking	Expert
Compassion	Expert
Creative Problem Solving	Experienced
Organization	Expert
Microsoft Office Suite	Experienced