Develop a professional résumé using the resources provided. At a minimum, include the following:

* Name and contact information: Full name, address, phone number, email address
* Statement or Objectives
* Education
* Certifications
* Work Experience
* Additional Skills

Please review this site and notice the list of teacher skills in the middle of the page.  You want to sprinkle those keywords in your resume, cover letter and interview  <https://www.thebalancecareers.com/teaching-skills-list-2062488>

Cindy

|  |
| --- |
| Name  address  City, State Zip  Phone and Email Address |
| As an aspiring educator, I would like to change the field of education, by not only teaching students the necessary standards, but also by preparing them for life after their educational endeavors. |

# Experience

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| may 2005 – February 2017registrar/phlebotomist/team leader, oneblood, inc. As an employee at OneBlood, I was a phlebotomist, or taker of blood. I learned much of my clerical experience with this company as I had to register potential blood donors to donate blood. I learned managerial skills as a team leader, wherein I oversaw a small group of other phlebotomists. I also am well-versed in HIPPA/Privacy laws. As an added bonus, I learned how to drive a large truck/bus. |
| March 2017-November 2017substitute, Kelly services It was with this position that I oversaw students for teachers who needed to take a day to themselves. november 2017 – presentcall center representative/company correspondent, westgate resorts As an employee at Westgate, I serviced the needs of Westgate timeshare owners based on their individual needs. I also sent letters on behalf of the company for any complaints that may have occurred. August 2018 – presentstudent teacher, osceola high school As a student teacher, I have the pleasure of working with students to help assist their educational endeavors. I have the opportunity to work with collaborating teachers to assist students further their educational careers. |

# Education

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| may 2004high school diploma, oak ridge high school I graduated from Oak Ridge High School with a 3.5 GPA, earning awards for my outstanding work ethic in Physics, Computer Technology, and Social Studies. |
| December 2018b.s. in secondary education, grand canyon university I am currently working on my degree in Secondary Education. I currently have a 3.87 GPA and have had the pleasure of being in two honor societies. |

# Skills

|  |  |
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| * I am well versed in customer service * I am a team player * I am certified in First Aid Assistance | * I can incorporate technology into the classroom * I am a fair and confident leader * I am certified in CPR |

# Activities

As a student teacher, I plan on creating/formatting a club or activity group than can help high school students get more information about how to transition from high school to college or to the working world. I believe that it is a hard transition and that it would truly help students to learn skills to make the transition from high school to adulthood easier.