



# Resume Sample - Early Childhood Education Major

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## MARY LYNN BAXTER

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### SUMMARY OF QUALIFICATIONS

- Certified early childhood education teacher (pre-k – 3<sup>rd</sup> grade) who incorporates diverse teaching methods to meet students' varying needs and interests
- Excellent communicator, whether reading creatively and energetically to students or building rapport with students, parents, faculty and administration
- Proven problem solver with strong organizational, delegation and time management skills
- Creative professional utilizing technology (Smart Boards, Smart Tables, iPads), materials and resources to create imaginative lesson plans and play opportunities.

### EDUCATION

**Auburn University**, Auburn, AL  
*Bachelor of Science in Early Childhood Education*, May 2014  
GPA: 3.52/4.0

- Alabama Class A & B Certification, Early Childhood Education

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### CLASSROOM EXPERIENCE

**Student Teacher**, *Vestavia Hills Elementary*, Vestavia, Hills, AL, January 2014-May 2014

- Developed and implemented semester-long kindergarten classroom lesson plans, meeting all learning objectives
- Communicated with supervising teacher to identify students' progression
- Met with parents/guardians to discuss students' progress and determine mutual goals and priorities for their children
- Observed Dynamic Indicators or Basic Early Literacy Skills (DIBELS) assessment
- Implemented discipline plan, managing full classroom supervision and instruction for four weeks
- Attended all grade level, faculty, reading data, and school-wide professional development meetings

**2<sup>nd</sup> Grade Literacy Instructor**, *Wrights Mill Elementary School*, Auburn, AL, September-November 2013  
**Instructor, Ages 4-8**, *Auburn University Summer Enrichment Program*, Auburn, AL June-July 2013  
**Kindergarten Music Instruction**, *Edward Bell High School*, Camp Hill, AL, December 2013  
**Language Arts Instruction, 1<sup>st</sup> grade**, *Cary Woods Elementary*, Auburn, AL, October 2012  
**Kindergarten P.E. Instruction**, *Auburn Early Education Center*, Auburn, AL, September 2012

### RELATED EXPERIENCE

**Daycare Volunteer**, *Boykin Center*, Auburn, AL January-February 2013

- Built rapport quickly with children ages four to seven

**2<sup>nd</sup> Grade After School Program Volunteer**, *Northside School*, Opelika, AL, March-April 2012  
**After School Tutoring Program Volunteer**, *City Housing Authority*, Opelika, AL May-April 2013

- Tutored diverse student population on strategic study skills
- Assessed individual student needs to develop meaningful relationship and study plan

### COMPUTER SKILLS

Proficient in Microsoft Office (Word, PowerPoint, Excel, and FrontPage), Inspiration, Adobe Acrobat, Apple iTunes Podcast