

Sample Teacher Résumé Special Education

Career Center
Lucina Hall Room 220

Charlie Cardinal

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EDUCATION

Bachelor of Arts in Special Education (All Grades: Mild Interventions/Hearing Impaired/Deaf)

Ball State University, Muncie, Indiana, May 2010

- Concentration: American Sign Language
- GPA.: 3.35/4.0
- Honors: Dean's List (6 semesters), Ball State University Presidential Scholarship

TEACHING EXPERIENCE

Student Teacher, Carmel Middle School, Carmel, Indiana; January 2012 – present

- Teach in sixth and eighth grade resource rooms
- Created a 10-day lesson plan which included a pre and post test as part of LAMP (Learning Assessment Model Project)
- Work one-on-one with students and in small groups providing remedial instruction on needed subject areas
- Attend professional development training on curriculum, reading recovery, and lesson differentiation
- Design developmentally appropriate lessons to address IEP goals and support student learning in inclusive environments
- Provide assistance in general education classrooms, watching the special needs students to ensure they stay on task and understand all directions

Practicum Teacher

Wilson Middle School, Muncie, Indiana; May 2011

- Taught science to seventh and eighth grade students with mild disabilities
- Conducted a case study to evaluate students' Present Level of Academic Achievement and Functional Performance and determined appropriate annual goals and accommodations

Indiana School for the Deaf, Indianapolis, Indiana; May 2010 – August 2010

- Aided in preschool, elementary, and middle school classrooms
- Volunteered to design and implement a preschool dance, drama, and art program
- Worked with students in a one-on-one setting
- Participated in an ASL grammar class

Assistant Teacher, Appletree Daycare, Muncie, Indiana; January – December 2011

- Created games and other activities to increase fine motor skills
- Taught sign language to children aged three to five two days a week
- Communicated daily with parents

OTHER EXPERIENCE

Note-taker for Disabled Student Development, Ball State University, Muncie, Indiana;

August 2009 – December 2010

- Completed detailed and accurate notes during university classes for students with disabilities

Assistant Manager, Perry Hill Swim Club, Indianapolis, Indiana; May – September 2010

- Coordinated swim lesson program at pool for an average of 100 students
- Organized staff and pool events, such as birthday parties and staff training
- Supervised staff of 40 high school and college students
- Developed lifeguard and desk schedules

ACTIVITIES

Member, Kappa Alpha Theta, December 2010 – present

President, May 2011 – present

- Supervise and direct group of 30 sorority women
- Head chapter and leaders' council meetings and reinforce parliamentary procedures
- Raise money for arthritis research

Member, Student Education Association, September 2009 – present

Participant, Ball State University Intramural Sports, September 2009 – May 2011

VOLUNTEER EXPERIENCE

Volunteer, Habitat for Humanity, Muncie, Indiana, September 2008 – present

Tutor, Ball State University Learning Center, Muncie, Indiana, September 2009 – present

- Work as math tutor and supplemental instructor for small groups and one-on-one meetings with students

Reading Coach, Eaton Elementary School, Eaton, Indiana, August 2010 – December 2011

- Established positive role model relationships with children by engaging them in conversation and activities

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Career Center

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