

Charlene Cardinali
2000 W. University Avenue
Muncie, Indiana 47306
Cell: (765) 555-1234
Charlie@bsu.edu
Portfolio: <http://charlie.iweb.bsu.edu/>

EDUCATION

Bachelor of Science, May 2013

Ball State University, Muncie, Indiana

- Major: Elementary Education
- Concentration Area: Mathematics
- GPA: 3.5/4.0
- Honors: Dean's List (6 semesters), Ball State University Presidential Scholarship

TEACHING EXPERIENCE

Substitute Teacher, *Muncie Community Schools*, Muncie, IN; May 2013 – present

- Substitute teach kindergarten through sixth-grade classes as needed

Student Teacher, *Woodburn Elementary School*, Woodburn, Indiana; January 2013 – May 2013

- Assessed student learning through a pre- and post-test as part of LAMP (Learning Assessment Model Project)
- Created unit on butterflies to teach students about butterfly life cycle while incorporating art projects and writing
- Designed grading rubrics and course activities including learning stations, group work, and worksheets
- Coordinated field trips to the Fort Wayne Zoo and Art Museum for 80 first-grade students
- Attended professional development training on curriculum, reading recovery, and lesson differentiation
- Organized after-school tutoring program 3 days a week for an average of 35 students
- Participated in 27 parent-teacher conferences and designed monthly parent newsletter

Practicum Teacher

Garfield Elementary School, Muncie, Indiana; January 2012 – May 2012

- Taught 23 fifth-grade students in math, reading, social studies, and science
- Planned daily lessons including content standards, objectives, procedures, and materials
- Developed and instructed unit plans over solar systems, rainforests, and women in history
- Used technology in the classroom in the form of supervised Internet-based research

Liberty Christian School, Anderson, Indiana; September 2011 – December 2011

- Developed and taught multi-week unit on problem solving for 18 third-grade students

Burriss Laboratory School, Muncie, Indiana; January 2011 – April 2011

- Observed second grade and created an interactive bulletin board on the topic of weather

Assistant Teacher, Appletree Daycare, Muncie, Indiana; January – December 2010

- Created games and other activities to increase fine motor skills
- Assisted lead teachers in activities
- Communicated daily with parents

Helpful Hints

A link to your digital portfolio is encouraged.

Concentration areas should be included for elementary education majors. Some secondary education majors will have concentration areas or options (such as social studies). Special education majors may be more specific about degree and licensure such as (Special Education, Mild Interventions).

The teaching experience section includes student teaching, substitute teaching, practicum, tutoring, and more.

Always list your student teaching experience and at least one practicum experience. Special education and early childhood majors should list two student teaching experiences

Your student teaching experience should include bullet points. Include information about grade level, classroom management techniques, technology, communication with parents, lesson plans, differentiated instruction, etc.

You may have multiple practicum experiences. If you don't have room to list them all, concentrate on the more relevant experiences for your upper-level classes such as EDEL 350.

Keep your résumé to two pages.

Charlene Cardinalli, page 2

OTHER EXPERIENCE

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

Sales Associate, *Sears Roebuck and Company*

Muncie, Indiana; June 2009 – February 2010

- Aided customers with product selection and completed sales transactions

ACTIVITIES

Member, *Kappa Theta*, December 2010 – present

President, May 2011 – present

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

Member, *Student Education Association*, September 2009 – present

Participant, *Ball State University Intramural Sports*, September 2009 – present

VOLUNTEER EXPERIENCE

Volunteer, *Habitat for Humanity*, Muncie, Indiana, September 2010 – present

Tutor, *Ball State University Learning Center*, Muncie, Indiana, October 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 2009 – December 2009

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

Use the Other Experience section to list jobs that are not directly related to teaching. Emphasize transferable skills like communication, organization, and management.

Describe your experiences using power words in sentence fragments, emphasizing major responsibilities, accomplishments, and results. Each should begin with an action verb. Current positions use present tense, past positions use past tense.

Quantify your experience with facts and figures wherever possible to help employers determine your level of authority, responsibility, and impact on an organization.

Identify the second page with your name and the page number.

Your references should go on a separate page. Don't send them unless requested.

Be consistent in the use of capitalization and date formats.

Proofread your résumé carefully. Bring it to drop-in advising for review by Career Center staff members. Drop-in advising times are M-W from 1 to 3 and Th-F from 10 to noon. You do not need an appointment.

Upload your résumé to Cardinal Career Link and include it in the K-12 Education and Teacher Fair résumé books for employers to review for positions with their schools.

Attend Teacher Fair, held annually every spring semester. Call 285-1522 for more information.

Find resources for your education job search in the Career Lab in Lucina Hall 235. The lab has contact information for all public and private schools in the United States. Call 285-1522 for more information or visit us on the web at www.bsu.edu/careers.

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact
Career Center

Lucina Hall 220 Ball State University
Muncie, Indiana 47306 (765) 285-5634
www.bsu.edu/careers/
careercenter@bsu.edu