

Work Candidate Jobseeker

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SUMMARY

Talented educator and instructor with several years of experience instructing children and adults. Highly adept at preparing lesson plans, developing curricula, and designing classroom materials. Skilled lecturer with the ability to provide informative and stimulating lessons. Able to create and foster effective and exciting learning environments for students. Familiar with middle school, high school grade levels, and developmentally disabled / physically handicapped student groups. Certified in Social Studies, Political Science, and History. Strong background in technology and administration. Outstanding presentation and communication skills.

PROFESSIONAL BACKGROUND AND ACCOMPLISHMENTS

Education and Instruction

- Instructed five high school-level history classes. Prepared lesson plans and classroom materials for age groups ranging from sophomores to seniors. Evaluated and graded lessons, examinations, and homework.
- Utilized variety of teaching styles, such as group discussions, lectures, simulations, and the Socratic method, to maximize student interest, participation, and comprehension.
- Worked closely with permanent teaching staff to identify and resolve potential issues relating to behavior, attendance, and learning ability.
- Planned and coordinated activities of after-school program for group of 25 children comprising various ethnicities and elementary school grade levels.
- Provided physical and recreational training for three mentally / physically challenged children. Performed crisis intervention and emotionally supported students as part of instructional process.
- Created and instructed technology-oriented classes and seminars for information technology training center. Instructed courses to business, manufacturing, and military professionals.
- Designed classroom materials, authored lessons and classroom objectives, and prepared in-class demonstrations and presentations. Ensured all participants achieved goals outlined in course curriculum. Selected to evaluate new training courses, review curricula, and develop standardized lesson plans.

Administration and Management

- Established and managed business that provides IT solutions for small and medium-size companies. Served as senior information technology manager for two other businesses.
- Managed payroll, monthly and annual budgets, P&L, hiring and training of staff, and scheduling of projects. Oversaw marketing and sales initiatives. Selected and purchased equipment. Responsible for customer relations and subcontractor selection and management.
- Worked closely with clients to determine needs, developed project and business plans, managed resources, and ensured all projects completed to client satisfaction.
- Developed strategic partnership with key clients and business partners in order to increase company visibility, client base, and revenue.
- Formulated and implemented policies and procedures.
- As Law Clerk conducted extensive research for court cases, authored briefs and other legal documents, and led successful reconfiguration of \$2 million trust fund.

Technology and Science

- Multiple certifications in information technology field. Highly knowledgeable in computer installation and repair, network infrastructure design, and technology assessment.
- Managed and carried out projects involving server implementation and administration, website upgrades, network and systems security, operating system configuration, and remote connectivity.
- Carried out risk assessments and directed change management initiatives and issue resolution for projects.
- Skilled at analyzing and troubleshooting systems, and communicating information between technical and non-technical personnel.
- Administered and supported databases, upgraded corporate systems and infrastructure, planned and implemented corporate LAN/WAN systems.
- Conducted extensive training in desktop applications and computer hardware.