

SAMPLE EDUCATION RESUME

OLIVIA (LIBBY) CORTEZ

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Bean, NE 6xxxx

(402) 4xx-xxxx
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Education

Coursework for Endorsement/Certification
GPA: 3.9 on 4.0 scale

Completion: December, 20xx
University of Nebraska-Lincoln

Bachelor of Science
Major: Biology

University of Nebraska-Lincoln
Minor: Communication Studies

Endorsement

Natural Science

Certification

Application pending for Nebraska Initial Teaching Certificate

Praxis Status

Completed *Praxis I*

Related Experience in Education

Substitute Teaching Bean Public Schools, Bean, NE January, 20xx-Present

- Substituted in grades K-12, various subject areas
- Wrote unit lesson plans during long-term substituting assignments

Student Teaching Bean Middle School, Bean, NE August-December, 20xx
General Science, Grade 7, two sections (full range of abilities)

- Taught unit on climatology
- Wrote IEPs for four students

Biology, Grade 10, one section (full range of abilities)

- Taught units on flora and fauna
- Developed website on local natural grasslands

Advanced Biology, Grade 11, one section (designated as advanced students)

- Taught units on cell structure and genetics
- Provided after-school tutoring for three ESL students

Comprehensive duties:

- Judged entries for Major County Science Fair
- Participated in Parent-Teacher conferences

Practicum Hanover Middle School, Hanover, NE February-April, 20xx

- Observed and assisted in Grade 7 General Science class
- Developed unit on chemical reactions in simple foods
- Assisted with after-school math and science tutoring program

Professional Skills

Fluent in Spanish
 Experienced working with multicultural population
 Interpersonal skills, including supervisory experience
 Computer (Microsoft Word, Print Shop, Excel, Internet)
 Extensive knowledge of scientific vocabulary

Relevant Coursework

General Botany	Nursing Anatomy
Biodiversity	Human Physiology
Elementary Quantitative Analysis	Organic Chemistry
Life of the Past	Meteorology

Work Experience

<i>Supervisor</i> , Diller Labs, Bean, NE	19xx-20xx
<ul style="list-style-type: none"> Supervised and trained 12 employees Oversaw testing of animal serums Documented results for publication and presented test results at regional conferences 	

<i>Research Assistant</i> , School of Biological Sciences, UNL	19xx-19xx
<ul style="list-style-type: none"> Researched periodicals for previous test results Monitored faculty experiments on weekends Ordered lab supplies 	

<i>Clerk</i> , Anderson Paint and Supply, Bean, NE	Summers, 19xx-19xx
<ul style="list-style-type: none"> Mixed paints, stocked supply room, and waited on customers Wrote copy for advertisements 	

Volunteer Activity

<i>Gardener</i> , Bean Manor Nursing Home, Bean, NE	19xx-Present
<i>Volleyball Coach</i> , Bean Middle School, Bean, NE	19xx-20xx

Community Activities

<i>Treasurer</i> , Bean Centennial Committee, Bean, NE	20xx-Present
<i>Member</i> , American Association of Laboratory Supervisors	19xx-20xx