

KELLY MINOGUE

60 Maple Court • Princeville, NY 55555 • (222) 222-2222 Phone/Fax

Creative, high-energy teacher with excellent communication skills, a strong classroom presence, and a passion for helping children learn and grow

SUMMARY OF QUALIFICATIONS

- Candidate for State Teacher Certificate in June 2004 with nearly a year of teaching experience through the alternate licensing route program.
- Strong knowledge of effective teaching pedagogy and assessment methods.
- Extensive background in guiding children. Skilled in planning and coordinating appropriate learning experiences for children that are both fun and valuable.
- Demonstrated sensitivity to the needs of children from all backgrounds and ability levels.
- Team player with recognized leadership ability. Proven role model for children.
- Resourceful problem-solver with solid classroom management skills.
- Outstanding ability to build rapport and work cooperatively with others.
- Assertive and self-confident. Go-getter who thrives on new challenges and is motivated by the desire to instill strong values and love of learning in children.

CLASSROOM EXPERIENCE

CANTERBURY SCHOOL, Rosemont Park, New York

Sep 2003 to present

Elementary Teacher – Grade 5

Teach 5th grade students, implementing all aspects of the academic curriculum in math, social studies, and language arts. Participate in parent-teacher conferences and HSA functions. Coach cheerleading squad.

- Successfully planned and taught thematic units on creative writing and world geography.
- Incorporated computer and art activities into the curriculum to expand learning opportunities.
- Effectively reinforced learning activities for classified students.
- Participated in technology training classes, introducing lessons to other teachers in unit.
- Led Varsity Cheerleading Team in competition, gaining first-place trophy and spirit award.

RELATED EXPERIENCE

COUNTRY DAY CAMP, Monroe, New York

Jun 1999 to Sep 1999

Senior Camp Counselor

Oversaw all group activities for 25 five-and six-year-old boys. Supervised junior counselor.

- Won Best Counselor Award as first-year counselor, effectively handling group generally acknowledged as one of the most difficult in camp.

SELF-EMPLOYMENT, Fog Harbor, Maine

Jun 1997 to Sep 1997

Live-in Nanny

Entrusted with the care of four children aged from 5 through 12.

- Attended to all four children's needs around the clock, six days a week.
- Earned respect and cooperation of youngest boy, a difficult, undisciplined child, through empathetic consideration and effective interaction.

JILL'S KIDS, West Port, New York

Jun 1996 to Sep 1996

Swim Instructor

Planned and conducted swimming classes for 15 to 20 youngsters.

- Effectively planned lessons that provided appropriate instruction for children at all skill levels.
 - Staged well-received swim show for the benefit of parents.
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PROFESSIONAL EXPERIENCELAKES PRIVATE LEDGER, Santa Rosita, California

Jan 2001 to Feb 2003

Advisory Operations Specialist

Served as liaison between account representatives and portfolio managers while handling range of portfolio support activities.

GLAVIN & ASSOCIATES, INC., Harper Point, New York

Sep 1999 to Jun 2000

Asset Manager

Assumed full range of asset management responsibilities while participating in all phases of real estate advisory business. Monitored and evaluated 500 to 600 properties.

EDUCATION

Bachelor of Arts Degree, State University, Brunswick, New York, 1999

Activities:

Rho Zeta Tau Sorority, 1996 to 1999 (Held several leadership roles including president.)

State University Varsity Cheerleading Squad, 1995 to 1997

CERTIFICATIONS

State Certification in Elementary Education (K-8), expected August 2004

Safety Clinic Coach Certification

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Explorer, Outlook. Netscape Navigator.

References Gladly Provided upon Request
