

# Clara W. Career

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## Objective

To obtain a Management Trainee position with Enterprise Rent-a-Car

## Education

Bachelor of Science, Economics, August 20XX  
Northwest Missouri State University, Maryville, MO  
Major GPA: 3.77/4.0

Undergraduate Research regarding Economic Development for Puerto Rico  
-Application for publication in process

### Relevant Coursework:

- Practical: Statistics, Econometrics, Accounting
- Theory: Macroeconomic Theory, Public Finance, Computer Science
- Independent Study: Economic Issues in Minority Communities

## Business Experience

Intern, Senator Faircloth's Office, Washington D.C., June-August 20XX

- Researched and analyzed effectiveness of government departments
- Investigated constituent concerns with a variety of federal agencies
- Represented office to diverse constituency at state wide functions
- Assisted Office Manager in Missouri and Senator's Economic Advisor in Washington, D.C. with compilation of economic data

Office Manager, Cranberry Creek Baskets, Maryville, MO, June 20XX-February 20XX

- Organized invoices, accounts payable, and accounts receivable for a small international manufacturing company grossing ten thousand dollars per year
- Recruited, trained, and supervised six new employees
- Implemented special projects and community outreach with a team of seven
- Consulted with owners to determine target markets, and represented the company at retail shows
- Designed fact sheets for potential retail and wholesale buyers

## Computer Skills

Word PowerPoint Access Excel Publisher Internet Explorer Microsoft Outlook EViews

## Honors and Awards

### Academic Achievements

Mortar Board, April 20XX-Present  
President's Honor Roll, all trimesters

## College Activities

Student Senate-President, 20XX-20XX  
Sigma Sigma Sigma Sorority-Parliamentarian and Scholarship Chair, 20XX-20XX

# Ima Teacher

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1210 Kid Avenue Maryville, MO 64468 (555) 555-5555 abc123@aol.com

## Objective

Elementary Teacher (Grades 1-6)

## Education

**Bachelor of Science Degree in Elementary Education** April 20XX  
Northwest Missouri State University, Maryville, MO  
Area of Concentration: Mathematics  
Major GPA: 3.6/4.0

## Student Teaching Experience

*Second Grade, North Elementary, Maryville, MO* January - March 20XX  
*Fifth Grade, South Elementary, Maryville, MO* March - April 20XX

- Developed and implemented curricula, lesson plans, and thematic units
- Established long and short-term student goals, evaluations, and assessments
- Created many hands-on activities to increase student motivation
- Utilized creative skills to design and distribute a weekly newsletter for students and parents
- Fostered a positive learning environment by creating many visual displays and providing the proper physical set-up
- Assisted in planning and supervising class field trips
- Implemented effective behavioral management strategies

## Practica Experience

*First Grade, Lab School, Maryville, MO* Fall 20XX  
*Sixth Grade, Lab School, Maryville, MO* Fall 20XX

- Provided opportunities to accommodate individual learning styles
- Designed and developed various learning centers
- Planned and implemented lesson plans, exercises, and special projects
- Used many hands-on activities to create an interactive environment
- Assisted in creating both formal and informal student assessments

## Related Activities

- Student Missouri State Teachers Association Fall 2005 - Present
- International Reading Association Fall 2005 - Fall 20XX
- Tutor, Academic Intervention Program Fall 20XX

## Computer Skills

Excel Word PowerPoint Access Kidspiration Internet Explorer

## Work Experience

- Child Care Provider, Mary's Daycare, Maryville, MO January 20XX - December 20XX
- Server, Jack's Restaurant, Maryville, MO August 20XX - January 20XX