

# IMA STUDENT

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Present Address:  
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Maryville, MO 64468  
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Permanent Address:  
100 Grand Avenue  
Snickers, NE 20130  
(555) 555-5555

OBJECTIVE: Grades 7-12 Business Education Teacher

## EDUCATION

**Bachelor of Science, Secondary Education** May 2008  
Northwest Missouri State University (NWMSU) Maryville, MO  
Major: Business Education  
Area of Specialization: Middle School

**Associates of Arts** May 2005  
North Central Missouri State College Trenton, MO

## CERTIFICATION

State of Missouri, Business Education, Grades 9-12 June 2007

## COMPUTER SKILLS

Word	PowerPoint	Kidspiration	Dreamweaver
Excel	Access	SmartBoard	Adobe PageMaker

## RELATED EXPERIENCE

**Student Teacher** Maryville High School Maryville, MO Spring 2007  
Taught courses in accounting, database applications, personal computer applications, and keyboarding. Assisted district chapter of FBLA tutoring seven students for regional contest. Sponsored a community fundraiser that netted \$350. Provided guidance and support for a team of eight students responsible for updating and maintaining the district's website. Participated in a five-member multidisciplinary team using the mastery teaching approach.

**Tutor** NWMSU Maryville, MO Fall 2004 - Spring 2007  
Developed and maintained student progress reports, and reported regularly to the students' advisors and faculty. Tutored approximately ten Accounting I and fifteen Word Processing students per week, including international students from over twenty different countries.

**Practicum Student** North Nodaway R-VI Hopkins, MO Spring 2004  
Observed and assisted eighteen students in ninth grade keyboarding and ten students in twelfth grade business law.

## ACTIVITIES

Kappa Delta Pi, Secretary	Fall 2003 - Fall 2007
Phi Eta Sigma Freshman Honor Society	Spring 2003 - Present