

Robert Smith

Adult Education Teacher

PERSONAL STATEMENT

Performance driven, education professional dedicated to achieving educational excellence. Proven track record of meeting and exceeding expectations and an unwavering commitment to help students reach their highest learning potential. Task oriented with solid organizational and time management skills.

WORK EXPERIENCE

Adult Education Teacher

ABC Corporation - November 1998 - August 2010

Responsibilities:

- Established clear objectives for all lessons, units and projects.
- Adapted teaching methods and materials to meet students varying needs.
- Encouraged students to persevere with challenging tasks.
- Employed a broad range of instructional techniques to retain student interest and maximize learning.
- Taught students to utilize problem solving methodology and techniques during tests.
- Created engaging and dynamic lessons with an emphasis on improving students written and verbal communication skills.
- Instructed students in the subjects of math, health, history, and English.

Adult Education Teacher

Delta Corporation - 1993 - 1998

Responsibilities:

- Adjunct teacher for parents, day care providers, continuing education credits.
- Acting as the primary intermediary between Japanese sales staff, upper management, and an international staff of 6 ESL instructors.
- Maintaining accurate reports on the progress and development of both students and teachers.
- Wrote daily updates to inform all Education and Training departments of student progress.
- Supervised young adults in technology labs and on field experiences.
- Designing and directing a variety of special interest classes including business, travel, music and singing, TOEFL / test taking skills, and childrens classes.
- Instruct inmates in English and math in preparation for the GED via computer and text books Plan,.

Education

BS in Education - (Allen University - Columbia, SC)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Instructor, Team Leader,
Coach.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)