

# Robert Smith

## Certified Substitute Teacher

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## SUMMARY

Studious and ambitious Certified Substitute Teacher and Psychology Instructor seeking employment that will allow the opportunity to counsel, teach, and serve the needs of others.

## SKILLS

Middle School Teacher, School Counselor, K-8 Teacher.

## WORK EXPERIENCE

### Certified Substitute Teacher

ABC Corporation - September 2011 – May 2014

- Managed classroom coverage of K-12 grade classes.
- Assumed all responsibilities of the regular classroom teacher.
- Instructed core subjects to all grade levels.
- Adhered to school standards and teachers guidelines and expectations.
- Followed lesson plans and provide guidance to students.
- Communicated with teachers regarding student progress and disciplinary actions.
- Employed a productive approach to classroom management, curb negative behavior.

### Certified Substitute Teacher

Delta Corporation - 2007 – 2011

- Instructed Oakland youths of all general education grade levels and abilities.
- Instructed Oakland elementary, middle, and high school youths in mild, moderate, severe, behaviorally challenged and emotionally challenged special.
- Certified Substitute Teacher, Sep 1987 - May 1989 Certified Substitute Teacher for grades Kindergarten.
- Included temporary replacements for the Media Specialist and a Kindergarten Teacher.
- Fulfilling both short and long term substitute assignments across all subject areas and effectively teaching students of varied academic/age levels.
- Fulfilled both short- and long-term substitute assignments across all subject areas, effectively teaching students of varied academic/age levels.
- Maintained a learning atmosphere inside the classroom with up to 30 students at a time.

## EDUCATION

AB in Applied Business - (New Mexico State University)