

Mary Lou Educator

602-965-5555 | mleducator@asu.edu | LinkedIn.com/in/maryloued

Education

Bachelor of Arts in Education in Educational Studies
Arizona State University

Graduation Date: *May 20XX*
GPA: 3.0/4.0

Certification

CPR and First Aid, Red Cross
IVP Fingerprint Clearance Card, State of Arizona

Expiration Date: *March 20XX*
Expiration Date: *January 20XX*

Education Related Experience

Student Teacher, Arizona School District #1245, Phoenix, Arizona *August 20XX - Present*

- Assumed full responsibility of teacher, working with Second Language Learners at Title I school
- Implemented lesson plans for all academic areas meeting district curriculum and AZ state standards
- Collaborated with the 5-person Kindergarten team weekly in developing thematic units that led to a 10% increase in parental homework engagement
- Compiled portfolios and facilitated student-led parent conferences each quarter

Human Resources Intern, Tempe Public Services, Tempe, Arizona *May 20XX - August 20XX*

- Created a company survey for employees to gauge employee satisfaction, using collected responses to implement change
- Ordered and distributed 400 brochures to keep employees informed about all of their available services
- Brainstormed ideas in a team of 6 that demonstrated improvements to a corporate business through documenting and collective note taking, resulting in successful disruptive ideas

Intern, Tempe Youth, Tempe, Arizona *August 20XX-December 20XX*

- Developed and co-facilitated educational activities for 40 at-risk youth
- Addressed behavioral problems using proven effective emotional intelligence based tactics
- Assisted youth counselors with documenting incident reports for members of program

Campus Leadership Experience

Volunteer Gardener, Poly Gardens, Mesa, Arizona *December 20XX - Present*

- Serve as one of the primary volunteers that maintain the community gardens at the Polytechnic campus year-round to ensure that seasonal plants are growing at their optimal rate
- Record output of every fruit and vegetable patch and make recommendations to staff gardeners on how to improve the garden's yields
- Promote volunteer opportunities with the garden to fellow classmates to secure a steady stream of volunteers every semester

Group Project, Introduction to Management Communication *Spring 20XX*

- Collaborated with three other students on scheduling, researching, creating and presenting the results before the due date and receiving an A for the project
- Presented Microsoft PowerPoint slide show on effective Management Communication styles

Skills

Programs: Google Classroom, Canva, Word, PowerPoint, Excel, Outlook

Languages: Fluent in Spanish – reading, speaking, and writing