

Sample Resume

JANELLE SIMMONS

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RELEVANT EXPERIENCE

PS 85 Great Expectations School

June 2014 - Present

Grade 3 Teacher

Bronx, NY

- Prepared and executed lesson plans in all areas of curriculum using a wide variety of resources and learning strategies.
- Created a positive, respectful classroom environment using an open, friendly, and calm demeanor
- Increased parental involvement by 50% and built a strong family rapport by utilizing email, video and phone conferencing, and instant messaging, and by organizing monthly math nights for students and family
- Created and implemented intervention plans for struggling students, leading all students to a 20-30% improvement over last year in state exam scores
- Participated in weekly PLC meetings with my grade level team

Madison Square Boys and Girls Club

September 2013 – June 2017

Volunteer Tutor

New York, NY

- Tutored grade 6 bilingual students in English reading in a rigorous after-school program.
- Conducted reading groups for English Language Learners.
- Improved reading comprehension level by at least one grade level for all participants in four months.
- Tailored mini-lessons for each student to improve skills based on their school results and individual needs.

PROFESSIONAL EXPERIENCE

Rock Star Operations Group

April 2012 – June 2014

Office Manager

Bronx, NY

- Managed seven program associates, created individual professional development plans, and conducted regular one-on-one meetings to discuss progress and opportunities for growth.
- Created programs advising 15 local community groups on the impact of real estate development, and ensured associates had skills and ability to effectively serve as a resource for the community.
- Reviewed current real estate development plans and made recommendations to companies regarding improvements to align with the community's goals.

Neighborhood Books

June 2010 – June 2012

Shift Supervisor

Bronx, NY

- Created and implemented data-driven sales tracking systems, ensuring all resources were effectively allocated.
- Created public events, managed programming and social calendar, furthering neighborhood arts and culture.
- Increased customer satisfaction on 2013 year-end surveys by 12% as compared to previous year.

EDUCATION

Great Students University

September 2007 – May 2011

Bachelor of Education

Rochester, NY

- Major: Elementary Education. Minors: Spanish and Psychology, including coursework in childhood development and educational psychology.

Certifications

New York State Teaching Professional Certificate in Childhood Education (Grades 1-6)

Skills

Fluent in Spanish. Experience with film editing.