

# Kate Smith



## Substitute Teacher

**Address** 1515 Pacific Ave  
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United States

**Email** email@email.com

**Driving license** Full

**Phone** 3868683442

**Place of birth** San Antonio

**Links** [Resume.io](#), [Resume Viking](#)

## 01 PROFILE

*Highly proficient Substitute Teacher with imaginative instructional demeanor and aptitude in smart learning approaches. 12+ years' experience teaching elementary grades with a bachelor's degree in Child Psychology and certified to teach in all states across the Mid-West Region. Very motivated on engaging and enthusing learners to achieve their ultimate potential.*

## 02 EMPLOYMENT HISTORY

01/2021 — Present

### **Substitute Teacher at Northville Primary School**

*Boston*

*Facilitating lessons for Grade 3 Pupils daily, by handing out learning materials, setting up props, and handing out art and stationery supplies.*

- Acknowledged praise from the principal for the frequent capability of arriving within very short notice, respectable, equipped, and ready to involve the students.
- Assumed provisional leadership roles for after-school programs such as football coaching and Substitute Teaching. Asked to be an assistant coach permanently.

01/2019 — 12/2020

### **Substitute Teacher at St Mary's DSG**

*San Francisco*

*Substituted for Biology, English, and Maths classes for all elementary grades, throughout the 2020 school year*

- Substituted for Biology, English, and maths classes. Graded every quiz allocated by long-term teachers.
- Revised lesson plans to correspond to changes in curriculum. Acknowledged by teachers for attention to detail
- Subbed for Biology, English, and maths classes. Graded every quiz allocated by long-term teachers.
- Revised lesson plans to correspond to changes in curriculum. Acknowledged by teachers for attention to detail.
- Regularly filled in when the soccer coach was absent at practices. Improved student participation in drills by 30%.

01/2017 — 11/2018

### **Substitute Teacher at Menlo Park High School**

*New York*

*Responsible for planning lessons for all elementary grades that teach learners via practical and theoretical examples.*

- Conducting tests and assessments.
- Grading students' assignments and monitoring their progression.
- Supervising learners during lunchtimes in the cafeteria and on the playground during recess, ensuring their safety.
- Distributing tests, monitoring exam sessions, collecting exam papers, and doing the grading thereof.

- Preparing draft lesson outlines, creating worksheets for learners to do during lessons.

## 03 EDUCATION

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Jan 2021 — Present

### University of Arizona

*Buffalo*

Master's Degree in Curriculum and Instruction

Jan 2018 — Dec 2020

### Ashford University

*Ashford*

Bachelor's Degree in Creative Writing

- GPA: 3.5
- Majors: Communication Sciences, Creative Writing.
- Honors: Deans List

Jan 2016 — Jul 2018

### Chicago State University

*San Vicente Chicoloapan*

Bachelor's Degree in Education

- Majors: Reading, Literature, Pedagogy.
- Minors: Curriculum Design, Instructional Technology, Instruction Design.

## 04 SKILLS

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Leadership



Classroom Management



Conflict Resolution



Modified Instructional Techniques



Knowledge of Educational Philosophies



Advanced Teaching Techniques



## 05 HOBBIES

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Blogging, Gymnastics, Glassblowing

## 06 LANGUAGES

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Mandarin



French



Italian



## 07 COURSES

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Jan 2021 — Jan 2021

**General Education Certificate at Miami Secondary School, FL.**