



# Kate Smith, Substitute Teacher

LOS ANGELES, CA 90291, UNITED STATES --  
email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

## LINKS

[Resume.io](#)

[Resume Viking](#)

## SKILLS

Leadership

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Classroom Management

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Conflict Resolution

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Modified Instructional  
Techniques

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Knowledge of  
Educational Philosophies

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Advanced Teaching  
Techniques

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## HOBBIES

Blogging, Gymnastics,  
Glassblowing

## LANGUAGES

Mandarin

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French

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Italian

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## 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.*

## EMPLOYMENT HISTORY

### Substitute Teacher, Northville Primary School

Jan 2021 — Present, 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.

### Substitute Teacher, St Mary's DSG

Jan 2019 — Dec 2020, San Francisco

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

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- 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%.

### Substitute Teacher, Menlo Park High School

Jan 2017 — Nov 2018, 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.

## EDUCATION

### **University of Arizona, Master's Degree in Curriculum and Instruction**

Jan 2021 — Present, Buffalo

### **Ashford University, Bachelor's Degree in Creative Writing**

Jan 2018 — Dec 2020, Ashford

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

### **Chicago State University, Bachelor's Degree in Education**

Jan 2016 — Jul 2018, San Vicente Chicoloapan

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

## COURSES

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

Jan 2021 — Jan 2021