



# KATE SMITH

SUBSTITUTE TEACHER 📍 LOS ANGELES, CA 90291, UNITED STATES 📞 3868683442

## ◦ DETAILS ◦

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442  
[email@email.com](mailto:email@email.com)

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

## ◦ HOBBIES ◦

Blogginh, 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 at Northville Primary School, Boston

January 2021 — Present

*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 at St Mary's DSG, San Francisco

January 2019 — December 2020

*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%.


### Substitute Teacher at Menlo Park High School, New York

January 2017 — November 2018

*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

 **Master's Degree in Curriculum and Instruction, University of Arizona, Buffalo**  
January 2021 — Present


 **Bachelor's Degree in Creative Writing, Ashford University, Ashford**  
January 2018 — December 2020

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

 **Bachelor's Degree in Education, Chicago State University, San Vicente Chicoloapan**  
January 2016 — July 2018

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

## COURSES

 **General Education Certificate, Miami Secondary School, FL.**  
January 2021 — January 2021