GUS D. GRENADIER

4201 Grant Line Road, New Albany, Indiana

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812-222-2222

OBJECTIVE

Seeking a professional position teaching elementary education with special emphasis on \_\_\_\_\_\_\_

EDUCATION

Bachelor of Science in Elementary Education May 20XX

Indiana University Southeast New Albany, Indiana

GPA 3.86

Concentrations in Middle School and Kindergarten

Student teaching assignment: S. Ellen Jones School Spring 20XX

LICENSE

Indiana Standard Teaching License for General Elementary Expected: August 20XX

FIELD EXPERIENCE

General Methods

Galena Elementary – Grade 3

Supervising Teacher: Ms. Mary Jones

University Supervisor: Dr. Susan Smith

Constructed an integrated curriculum unit based on insects

Language Arts and Reading

Georgetown Elementary – Grade 3

Supervising Teacher: Ms. Carol Sampson

University Supervisor: Dr. Jennette Appleby

Taught unit on Justin and the Best Biscuits in the World by M.P. Walter

OTHER WORK HISTORY

Film Librarian Jeffersonville, Indiana

Clark Memorial Hospital February 20XX to Present

* File forms and enter computer data for 150 patient x-rays per day and hang x-ray films for 47 doctors
* Provide outstanding customer service and maintain telephone etiquette

Statistical Clerk Dec. 20XX to Jan. 20XX

Department of Immigration and Naturalization Louisville, Kentucky

* Conducted 50 telephone interviews per day to obtain data for government funded surveys
* Entered data into a microcomputer for 143 geographic areas

PERSONAL ATTRIBUTES

Learn quickly and easily and adjust effortlessly to various working environments. Dependable, honest and able to work in situations requiring little supervision. Cheerful and work well with co-workers.

COMPUTER SKILLS

Proficient in Microsoft Windows, Access, PowerPoint and Excel