



John Carroll University

CENTER FOR CAREER SERVICES

Resume Samples

John Smith
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Education

John Carroll University, University Heights, OH | May 2019

Bachelor of Science in Business Administration

Major: Accountancy | 3.67 | CPA Ready: May 2019

Minor: Leadership Development

Awards:

- Dean's List; All Four Years (8 semesters)
- Honors Program
- Freshman and Sophomore Accounting Award
Leadership Scholars Award

Professional Experience

Cornerstone Family Office, LLC

Cleveland, OH March 2016 - Present

Intern

- Produce and review federal, state and local tax returns for individual's trusts and partnerships using ProSystem
- Prepare for over 20 client meetings by analyzing and calculating all data relevant to the completion of personal financial statements, and other schedules as needed
- Calculate basis of investments by gathering schedule K-1s from respective investments since inception

Leadership

Chi Omega Fraternity

September 2015 - Present

Treasurer

- Create a budget to properly allocate over \$24,000 worth of funds
- Operate and design fundraiser events to raise over \$27,000 for the Make-A-Wish Foundation
- Prepare the chapter's form 990 and Schedule O for tax purposes

Alpha Kappa Psi Business Fraternity

January 2016 - Present

Active Member

- Learn valuable business skills to become a better business leader through professional development, educational programs and community service

Leadership Scholars Program

August 2015 - Present

- Participate in hands on leadership development programs while taking leadership courses
- Assist first year students as a Streak Week Assistance Team Leader to help with their transition to John Carroll

Boler School Ambassador

January 2017 - Present

- Act as a student liaison to encourage perspective business students to attend John Carroll University
- Communicate with parents and students to showcase what the Boler School can offer

Jane Doe

440.123.4567 | student18@jcu.edu

EDUCATION

John Carroll University, University Heights, OH, May 20179

Bachelor of Science in Chemistry; Minor in Business Administration; 3.92; Dean's List

- American Chemical Society
- Alpha Kappa Psi, President

Spring 2015- Present

LAB AND RESEARCH EXPERIENCE

Spring 2017-Fall 2018

Butane Independent Study (Summer 2016): Collected gas samples to determine relative molecular mass (RMM) in a variety of different containers

Senior Research Project (2016-2017): Spin Networks of Polyoxometalate – Organic Hybrids

RELEVANT WORK EXPERIENCE:

The Lubrizol Corporation, Wickliffe, OH

May 2017-Present

Product Safety and Compliance Intern

Perform chemical evaluations of products/raw materials and reviewed toxicology data used in assessing health and environmental hazards using SAP EHS system

- Work with a compliance specialist to evaluate compliance, implement products of acquired companies, and record data in compliance management system
- Assist in generating Safety Data Sheets for products and experimental sample shipments in order to meet OSHA GHS requirements
- Design department Intern SharePoint site and managed content, which included a calendar, task assignment tool and worklist, training documents, and contact database

ADDITIONAL EXPERIENCE:

The Lubrizol Corporation, Brecksville, OH

June 2016-May 2017

Americas Procurement Intern

Analyzed global quarterly spend utilizing internal SAP system, ensuring legal compliance of contracted and non-contracted purchases as well as providing basis for cost savings analysis

- Examined spend with minority-owned businesses on a quarterly basis, reporting values to internal and external parties in order to ensure compliance
- Monitored and compared monthly raw material prices from three largest distributors to assist with pricing negotiations

Ben & Jerry's Scoop Shop, University Heights, OH

May 2015-August 2016

Shift Leader

Coordinated the duties of the staff during a shift, ranging from 1-5 scoopers by writing a to-do list, delegating tasks, and keeping staff focused and productive

Life Time Fitness, Beachwood, OH

August 2012-May 2015

Head Lifeguard, Swim Instructor

Supervised the staff during a shift, ranging from 2-11 lifeguards by creating a rotation, assessing performance, assigning tasks, and reviewing relevant life-saving skills

JANE DOE

123 N. Main St. • University Heights, OH
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Education

John Carroll University | Cleveland, Ohio
Bachelor of Science, Psychological Science; Dean's List

August 2015 – May 2019

John Carroll University | Italy Study Abroad Program

May 2017 – August 2017

Professional and Leadership Experience

Great Lakes Internships - Student Teacher of Philosophy | Cleveland, OH **August 2018 - Present**

- Incorporate the study of basic philosophy into 7th grade curriculum by planning and developing weekly lessons plans
- Execute lesson plans in each class, read, and discuss chapters in the textbook for 45+ students
- Review and comment on student's written work to help better their understanding of the topics

University Tees - Campus Manager | Cleveland, OH **August 2017 - Present**

- Network with campus leaders and nationwide organizations to design, produce, and sell custom apparel
- Develop sales and marketing strategies, including social media marketing with Business Development Leader to increase student sales

Gamma Phi Beta Sorority - Education Vice President | Cleveland, OH **January 2018 - December 2018**

- Participated in weekly executive board meetings to solve and amend issues within the membership to properly address both individual and group concerns
- Chaired weekly meetings with new members to teach them the history and values of Gamma Phi Beta chapter to increase both moral and involvement within the sorority

John Carroll University Psychology Club - Treasurer | Cleveland, OH **January 2018 - December 2018**

- Responsible for the development and management of the club's budget in order to fund events

Opus Business Consulting - Administration and Recruiting Intern | Pittsburgh, PA **May 2018 - August 2018**

- Reviewed applicant resumes and prioritize by qualifications
- Facilitated prospective candidate interviews and maintain their associated paperwork
- Researched labor and solicitation application laws for local townships and boroughs

Gamma Phi Beta Sorority - Activities Chairwoman | Cleveland, OH **January 2017 – December 2017**

- Planned and executed 20+ events with other organizations of the John Carroll University community
- Budgeted and managed over \$10,000 in order to fund events for an entire school year

Community Service and Volunteer Experience

Domestic Violence and Child Advocacy Center - Volunteer | Cleveland, OH
St. Clair Hospital - Candy Striper | Pittsburgh, PA

January 2017 – May 2017
May 2015 – November 2016

Certifications and Recognition

Shirley K. Lagore Award - for demonstrating outstanding leadership qualities, **2016**
Certified in Mental Health First Aid - National Council of Behavioral Health, **2016**

Education

John Carroll University | University Heights, OH | May 2017

Bachelor of Arts | English, Professional Writing | 3.73 Minor | Catholic Studies

Membership:

Sigma Tau Delta, International English Honor Society Alpha Sigma Nu, International Jesuit Honor Society, and Dean's List

Professional Experience

John Carroll University Writing Center

Fall 2015-Present

Writing Consultant

- Conduct 3-4 writing consultations per shift with undergraduate or graduate students
- Foster open communication and collaboration at any stage of writing process, all genres of writing

Hospice of the Western Reserve, Headquarters

Technical Writing Intern

Fall 2016

- **Drafted and edited 25+ page policies and procedures manual for headquarters' front desk**
- Designed uniform style throughout manual, omitted redundancy, and supplied additional information to reconcile disparity of knowledge

St. Clair Hospital

Organizational Performance Improvement Intern

Summer 2016

- Trained managers across 40 departments to effectively utilize the software Policy Tech
- Uploaded, configured, and published 1,000+ policies; established standard naming protocols, motivated proper formatting in policy documentation and reduced redundancy

Parker Hannifin

Writing Intern

Fall 2015

- Conducted research with a team to formulate a manual about competitive intelligence
 - Edited and maintained changes to department policies by creating a designated system for all drafts to be put through before being presented
-

Leadership

Writers in Residence

Leadership Team

Spring 2017

- Executed weekly creative writing workshop for 20 residents of Cuyahoga County Juvenile Detention Center in efforts to reduce the rate of recidivism

Co-Founder

Fall 2016

- Established new program and its design; shaped mission statement
- Recruit, interview, and provide orientation for new members

English Department Undergraduate Advisory Council (EDUAC)

Co-Founder

Fall 2016-Present

- Recruit diverse students to form council which seeks to achieve short and long term goals regarding the effectiveness of the university's English Department

Big Brothers Big Sisters

Mentor for youth of local Cleveland schools

Fall 2014-Present

- Foster relationship and create goals with mentee to work toward improving academic and social lives

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Shaker Heights, Ohio

Jane Doe

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student@gmail.com

Education

John Carroll University

Bachelor of Arts in Exercise Science Minor: Population & Public Health: Cumulative GPA: 3.86

University Heights, Ohio

May 2017

Experience

Hebrew Academy of Cleveland

Cleveland Heights, Ohio

January 2016 – Present

Physical Education Teacher

- Develop and implement lesson plans that promote exercise and build motor skills for over 220 female students in grades first through sixth
- Incorporate safe and effective workout plans for students to ensure they meet the class requirements while having fun
- Demonstrate a variety of exercises to meet the individual needs of the students
- Maintain all gym equipment in an effort to keep all safety standards and promote the well-being of the users

John Carroll University Men's Lacrosse

University Heights, Ohio

January 2012 – Present

Athletic Trainer

- Assess patients to determine modifications of therapy and treatment needs in consultation with chiropractic physician
- Develops exercise programs that appropriately addresses patients short and long term goals
- Coordinates care with other patient care providers as appropriate
- Completes appropriate documentation including reports, treatments and discharge summaries

Chmielewski Group Inc.

Cleveland, Ohio

May 2012 – July 2015

Administrative Assistant

- Given mentorship by Teri Chmielewski, a Top Producing Realtor with Keller Williams Greater Cleveland Realty
- Organized general office administrative duties such as ordering and organizing office materials, and managing client services and paperwork submission from start to finish
- Maintained client databases for over 3,000 contacts through proficient use of eEdge, Top Producer, Dotloop, Quantum Digital, and Microsoft Office Suite

Diddly Media

HQ/Dublin, Ireland

Online Staff Contributor

February 2014 – February 2015

- Wrote 250-500 word articles bimonthly about nutrition and fitness in relation to Irish Dancing

Campus Involvement

Panhellenic Council, President

December 2015 – Present

- Oversee operations for five nationally affiliated all-women's sororities consisting of over 340 members
- Foster relationships with John Carroll University administration, faculty, and other student organizations
- Help to build the Panhellenic community by facilitating recruitment of over 120 new members each year

Dance Ensemble, Public Relations Chair

September 2015 – Present

- Manage the social media accounts and working with campus administration to promote events
- Provide innovation by refreshing programming and student activities

Honors Program Committee, Class Representative

September 2014 – Present

- Attend monthly faculty meetings to discuss recommendations for the Honors Program consisting of 150 students
- Audit HP 101 curriculum "The Life of the Mind" to provide recommendations and ensure future student success
- Evaluate 150 incoming students' applications by assessing criteria including interest and language mastery

Chi Omega Women's Sorority, Personnel Chair

January – December 2015

- Enhanced chapter morale and educating over 60 members about national policies and rules
- Planned and executed eight formal events including elections, socials, and retreats
- Conducted over 30 meetings to moderate conflict among members, resulting in proposed solutions and stronger chapter morale

Jane Doe

email@jcu.edu | (440)-554-6421

EDUCATION

John Carroll University, University Heights, Ohio

Bachelor of Science in Business Administration

May 2017

Double Major: Human Resource Management and Business Management, track in leadership

GPA: 3.6

Honors Program member and mentor

Dean's List 6/7 semesters

Alpha Sigma Nu, National Jesuit Honors Society

Inducted Spring 2016

Alpha Kappa Psi - Delta Mu, Professional Business Fraternity

Inducted Fall 2013

Vice President of Alumni Relations (2015)

Immersion Experience to Guatemala

May 2016

PROFESSIONAL EXPERIENCE

MRI Software, LLC., Solon, Ohio

May - September 2016

Human Resources Intern - Human Resources

- Assisted the HR team through an acquisition which included onboarding 55 new employees
- Coordinated employee perks programs for 360 employees on campus and 60 remote employees

Swagelok, Solon, Ohio

Internal Communications Intern - Corporate Communications

May - August 2015

- Updated the Recruiting Brochure, specialized for hourly, salaried, or intern/co-op potential hires
- Cataloged over 50 processes to create a department-wide Operations Excellence manual

Business Systems Transformation (BST) Intern - Information Systems

May - August 2014

- Scheduled 6 weeks of SAP training classes for 1,800 employees
- Analyzed effectiveness of training through 2 online surveys

LEADERSHIP AND CAMPUS INVOLVEMENT

John Carroll University, University Heights, Ohio

Resident Assistant - Office of Residence Life

August 2015 - Present

- Develop community and create programming for 2 Greek floors for a combined 60 residents (2015), and for 32 first-year students (2016)
- Serve on the professional development committee, presenting to 54 RAs on resume writing
- Act as liaison between housekeeping, facilities, and maintenance to ensure a safe living environment

Career Assistant - Center for Career Services

August 2016 - Present

- Develop outreach programs for targeted groups across campus
- Conduct Sophomore Check-ups for all second year students to provide information and guidance

Student Union Programming Board

August 2013 - present

President (2016)

- Provided leadership for the long-term goals and strategy for SUPB executive board
- Represented the organization in any official capacity, including the Student Union Executive Board
- Created calendar of SUPB events, including dates, times, facilities, and cost

Major Events Coordinator (2015)

- Oversaw the planning and implementation of major campus events such as spring and fall concerts, large-scale programming, and Homecoming weekend
- Appointed, managed, and delegated to 2 separate committees
- Maintained attendance of over 800 guests per event and managed budgets of \$50,000-\$100,000

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1212 Cedar Rd.
University Heights, OH 44118

Education

John Carroll University, University Heights, OH
Bachelor of Science in Business Administration, May 2017
Double Major: Marketing and Logistics; GPA: 3.75; Dean's List
The Patricia Relyea Boland/Ernst and Young Scholarship for Women in Business, Spring 2016

Professional Experience

Center for Service and Social Action, University Heights, OH
Liaison, January 2016 – Present

- Serve as an ambassador to facilitate relations between John Carroll University and multiple community partners
- Transport 6-10 students safely to and from service while maintaining accurate attendance records
- Conduct weekly self and service reflections to help transform service experiences of participants into positive learning opportunities
- Lead training programs to communicate the social change model of leadership to new student liaisons
- 1 of 4 awarded the ABC award for going above and beyond the call of duty for the month of October 2016

Closest Path, LLC, Mentor, OH
Marketing Manager Intern, May 2016 – August 2016

- Created marketing plan and social media campaign for new iOS App launch for future implementation
- Supervised 3 interns in website creation, blog writing, and marketing research while delegating tasks to these individuals and maintained training throughout the summer
- Reported marketing research, findings, and suggestions directly to the CEO to brainstorm plans of action

Brickstone Tavern, Cleveland, OH
Head Server, June 2015 – October 2016

- Maintained customer satisfaction in a fast-paced and reputable environment by collaborating effectively with other members of the team
- Cooperated with staff members during rush periods while satisfying the needs of 250 clients per night by accurately recording food orders, answering menu inquiries and exhibiting exceptional customer service
- Exceeded proficient sales marks daily by over 10% by increasing efficiency and producing high-caliber service

Leadership Experience

Carroll Reads, University Heights, OH
Volunteer Tutor, August 2016-Present

- Tutor elementary school children to help develop their reading capabilities

Cleveland Juvenile Detention Center, Cleveland, OH
Volunteer, May 2017-Present

- Mentor residents to develop constructive future plans and implement team collaboration

JANE DOE

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HTTPS://WWW.LINKEDIN.COM/IN/JANEDOE

EDUCATION

JOHN CARROLL UNIVERSITY, MAY 2020

BA in Communications, Integrated Marketing
Minor in Entrepreneurship

PROFESSIONAL EXPERIENCE

SHERWIN-WILLIAMS

Marketing Intern (May 2018-August 2018)

- Developed and executed marketing campaigns for business segments such as new collateral product and program launches, and event campaigns
- Implemented tactical elements of websites such as content contribution, page creation, and SEO improvements
- Analyzed data for competitive materials and market trends to remain competitive with others
- Created social media calendars for 3 division business segments to create more efficient planning for 100+ events

REBECCA ADELE PR & EVENTS

Public Relations Intern (May 2017-August 2017)

(May 2016-August 2016)

- Created and managed social media content for clients in a variety of industries including non-profit, education, retail, food, and tourism
- Composed press releases and blog posts for clients and company promoting services
- Researched and identified new market opportunities and constructed media pitches and follow-up emails

CMP COMMUNICATIONS, LLC

Account Executive Intern (January 2015-June 2015)

- Crafted and copyedited external monthly e-newsletters for grammatical and typographical
- Boosted newsletter readership to achieve more than 2,500 views on average per month
- Participated in strategic communication meetings to plan how to meet clients' needs

FREELANCE EXPERIENCE

ELITE DAILY

Contributing Writer (December 2016-Present)

- Pitch and develop story ideas across subject contents including lifestyle, fashion, and career

THE ODYSSEY ONLINE

Contributing Writer (September 2015-March 2016)

- Generated more than 700+ shares and 10,000 views between 22 articles written

SKILLS

- Social Media Accounts, Hootsuite, Sprout, Adobe Photoshop, InDesign, CMS Software

Michael Scott

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mscott@jcu.edu | (216) 123-4567

EDUCATION

John Carroll University, University Heights, OH; Spring 2019

Bachelor of Art; Degree in Biology; GPA: 3.08

- PHI Theta Kappa Member, 2015-2019
- Received the Presidential Scholarship at JCU, 2015-2019

RELATED COURSEWORK: General Chemistry, Organic Chemistry, Genetics, Microbiology
Evolution, Molecular Cell Biology, Reproductive Biology, Research Methods and Biological Science

LAB SKILLS

- General Biology and Chemistry Lab Procedures
- Electrophoresis; PCR and Chromatography
- Cell preparation (dry, wet mounts, and fixing)
- Cell staining (Hematoxylin, Eosin, and Coomassie Blue)
- Laboratory Distillation, Titration and Serial Dilution
- Bacteria staining, plating methods, and identification
- NMR, IR, and Mass Spectroscopy

RESEARCH EXPERIENCE

John Carroll University Chemistry Department – University Heights, Ohio 2016 to Present

Student Research Assistant – Dr. Michael A Nichols (Organic Chemistry)

- Implement Gas Chromatography-Mass Spectrum (GC-MS) techniques to pinpoint differences in the chemical composition of *lavandula latifolia*, *lavandula angustifolia* and *lavandula x intermedia* essential oils
- Analyze the enantiomeric ratios of components present in the different variations by means of retention time and concentration

John Carroll University Chemistry Department – University Heights, Ohio; Summer 2018

Independent Study: The Effects of Bisphenol A on *Carassius auratus*

- Conducted experimental design and maintained live specimens for seven days
- Collected research data in detailed lab notebook to ensure proper documentation of analyses
- Performed statistical analysis of all records, data, and documentation in order to present findings

EXPERIENCE

John Carroll University Recreation Department - University Heights, Ohio August 2017 to Present

Student Supervisor & Building Supervisor

- Conduct interviews and assists in the selection process of new hires
- Coordinate weekly emails and organize schedules for all employees in the department
- Act as a resource to desk employees in handling membership application, cleaning and patron activities

Lifetime Fitness – Beachwood, Ohio, May 2014-July 2017

- Supervised 2-11 lifeguards during a shift by creating a rotation to ensure all sites were covered adequately
- Assessing performance, assigned tasks, and reviewed relevant life-saving skills of supervisees
- Performed and documented life-saving and first-aid skills in the case of an accident or emergency
- Taught group and private lessons to children/adults and coached the adult Masters Swim Team by formulating and implementing lesson plans for each class or team with a focus on individual goals and improvement

Jane Doe

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(216) 123-567

Education

John Carroll University, University Heights, OH; May 2019

Major: Computer Science with Healthcare Information Technology

Major GPA: 3.32

Relevant Courses: Software Development, Design Patterns, Advanced Programming, Bioinformatics, Big Data, Software Development Practices

Professional Experience

Cleveland Clinic, Cleveland, OH; November 2018- Present

Senior Healthcare Intern

- Mentor junior interns on software development practices and standards
- Perform detailed reviews of code written by junior interns focusing on code maintainability and design standards

Cleveland Clinic, Beachwood, OH; July 2017-October 2017

Radiology Informatics Software Development Intern

- Developed MVC project for tracking medical protocols utilizing file upload and versioning
- Modified existing applications to improve end user functionality
- Updated older projects to reflect current practices and standards
- Followed Cleveland Clinic practices to ensure PHI security

John Carroll University Department of Information Technology Services, University Heights, OH; May 2017- July 2017

Team Leader and Technician

- Trained 21 helpdesk student technicians on proper protocol
- Developed policies and procedures pertaining to the helpdesk training process and payroll tiers

Cleveland Clinic, Cleveland, OH, January 2017-May 2017

Junior Healthcare Intern

- Developed a radiology studies query based web page using Solr
- Pushed the Radiology report portal web page production

Notables

Languages and Skills

- Proficiency in C#, JavaScript, jQuery, Java, MVC, HTML, and CSS
- Basic knowledge of R, Scala, Python, Prolog, Visual Basic, and Solr

Awards and Honors

- Received the Experiential Opportunity Fellowship for attending the 2016 SIIM conference
- Wont 3rd place for creating mobile based application in the SIIM hackathon

Jane Smith

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LICENSURE/CERTIFICATION

Ohio Early Childhood Education, Pre K- Grade 3 (*Application Pending*)

July 2017

Ohio Assessment for Educators-Foundations in Reading (*Included in above licensure*)

January 2017

EDUCATION

John Carroll University, University Heights, OH

Bachelor of Arts

May 2017

Major: Early Childhood Education, Pre K-3; *Dean's List (6/ 7 semesters)*; **GPA 3.66**

STUDENT TEACHING AND FIELD EXPERIENCE

Beachwood Elementary School, Beachwood, OH

September 2016-Present

Student Teacher, First Grade: 19 students, January-May 2017

Pre-Student Teacher, same classroom, September-December 2016

- Plan and conduct small group and individual classroom activities based on differentiated learning needs to ensure the full learning potential of all students
- Design art projects and teaching manipulatives to inspire and enrich student learning and support lesson objectives
- Participate in ongoing staff training sessions and first grade team meetings
- Manage classroom by developing an incentive program for good behavior through positive reinforcement

Gearity Elementary School, University Heights, OH

August 2016-December 2016

Individual Tutor

- Designed instruction for tutorial sessions with a first grade student through the John Carroll Reading Tutorial Program
- Constructed intervention plan to address the reading needs of the individual student
- Monitored student's progress through weekly assessment and instruction

Robert H. Jameson School, Cleveland, OH

Observation and Teacher Assistance, Second Grade

January-May 2016

Lomond Elementary School, Shaker Heights, OH

Observation and Teacher Assistance, Third Grade

August-December 2015

Gearity Elementary School, University Heights, OH

Observation and Teacher Assistance, Kindergarten

August-December 2014

Gesu Catholic School, University Heights, OH

Observation and Teacher Assistance, Kindergarten

January-May 2014

RELATED EXPERIENCE

Glenview Center for Childcare and Learning, Bay Village, OH

Summers 2014-2016

Summer Student Teacher, Grades 4-6: 19 students, 2016

Summer Student Teacher Assistant, Kindergarten: 20 Students, 2015 Summer

Student Floating Teacher, Infant-Grade 6, 2014

Wild Summer Reading Camp Volunteer, Bay Village, OH

Summers 2012-2013

Reading Teacher Aide, Grades K-4

- Engaged students in reading in conjunction with nature and animals

ACTIVITIES AND AWARDS

Officer/Music Director, John Carroll University Streaks in Key A Capella Choir

January 2014-December 2016

- Arranged music, taught and directed student-run choir, devoting 10 hours per week

Volunteer, Eliza Bryant Village, Cleveland, OH

January-May 2014

- Entertained nursing home residents, devoting 2 hours per week

Japan Study Tour, John Carroll University

May 2014

- Studied and toured abroad in both Tokyo and Kyoto as culmination to Japanese courses in 2013-14 school year

National Honor Society; Kiwanis Scholarship for Community Service, Bay High School, Bay Village, OH

May 2012-2013

Josh Johnson

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216-333-3333 | student@jcu.edu

LICENSURE

Ohio Middle Childhood Education License, Math and Science, Grades 4-9 (application pending)

- Proficient in DSA, QRI, MSI, and MARSI assessment tools

EDUCATION

John Carroll University- University Heights, OH

Bachelor of Arts, May 2017

Major: Middle Childhood Education; GPA: 3.68/4.0

Membership: Ohio Education Association

STUDENT TEACHING AND FIELD EXPERIENCE

Mayfield Middle School- Mayfield, OH

Student Teacher, Seventh Grade: [25 students, including 3 with 504 plans], *August 2016- May 2017*

- Designed and taught lessons using clearly established and attainable learning goals that encouraged meaningful participation
- Managed classroom using a relationship building approach and positive reinforcement techniques, encouraging the development of socially appropriate behaviors
- Integrated SMART Board and Chromebook technology into exercises
- Collaborated with interdisciplinary team members to construct differentiated lesson plans
- Co- planned with cooperating teachers to develop integrated lesson plans in math and science

Individual Tutor, September 2016- December 2016

- Provided one-on-one instruction for seventh grade student on literacy topics
- Assessed student using the DSA, QRI, MSI, and MARSI assessments
- Developed an intervention plan to help student improve specifically in the comprehension domain
- Applied predicting, think aloud, summarizing, and questioning techniques in daily lessons
- Created weekly progress monitoring assessment resulting in students improvement up to two grade levels for the QRI

Beachwood Middle School- Beachwood, OH

Field Experience, September 2015- December 2015

- Co- taught in eighth grade, honors science classroom of over 30 students in English and History
- Worked with students during biology lab to provide supplemental teaching and tutoring
- Developed and taught lesson on weathering and erosion; modeled a hands-on activity for students to work from

VOLUNTEER ACTIVITIES

Fatima Family Center- Cleveland, OH

Volunteer, January 2016-March 2017

- Assisted students, ages 5-13, with after school homework to increase grades and develop homework skills
- Helped students to develop study skills using flash cards and various reward systems

Coach Sam's Literacy Tutoring- Cleveland, OH

Volunteer, October 2015-February 2016

- Applied various literacy techniques with third graders who were below reading level expectations

123 Main St.
University Heights, OH

Jessica Doe

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EDUCATION

John Carroll University
Bachelor of Arts and Sciences
Major: Theology and Catholic Studies

University Heights, OH
May 2018

Alpha Sigma Nu
Jesuit Honors Society; 2016-2018

RELEVANT EXPERIENCE

John Carroll University Office of Student Engagement
Orientation Leaders

University Heights, OH
August 2015-May 2018

- Expressed university mission and identity to incoming students and families
- Advised students in academic and personal planning for their college years
- Led both large and small group team building exercises and activities promotion community bond

Chi Omega Fraternity, Upsilon Mu Chapter
Personnel Chair

University Heights, OH
August 2015-May 2018

- Planned and executed chapter programming to educate members on organization's rules and policies
- Addressed chapter and member issues by creating solutions that fit both the collective and individual needs

Arrupe Scholars Program
Leader

University Heights, OH
August 2014-May 2018

- Demonstrate commitment to social justice grounded in engagement with individuals facing injustice
- Coordinate events for social justice such as food drives, hunger banquets, and 5k runs
- Implement advocacy project focused on integrating individuals with developmental disabilities in the workforce

ADDITIONAL EXPERIENCE

John Carroll University Tim Russert Department of Communication
Real World Russerts Program Developer

University Heights, OH

- Develop workshops for cohort group of 25 students to learn professional skills needed for internships
- Contact alumni speakers to participate in networking opportunities
- Collaborate with department offices to complete necessary administrative tasks and logistics

The Prodigal Father Productions
Marketing Intern

- Design media kit for future distribution to members of media for promotional use
- Research potential in iTunes and Amazon markets for future sales of music, books, and other products

VOLUNTEER EXPERIENCE

Danie's Day
John Carroll University; Chairman

University Heights, OH

- Organize day long campus event that joins students with community members that have special needs