

Jane Smith

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Objective	To obtain a position in the literary arts that utilizes my writing, grammar, and editing skills	
Summary of Qualifications	<ul style="list-style-type: none">◆ Self-directed; able to accomplish tasks without supervision◆ Detail-oriented, especially with grammar, punctuation and editing◆ Computer literate, type 85 WPM◆ Dynamic writer in the areas of speeches, short stories, letters and resumes	
Experience	Guidance Counselor , Carl Sandburg High School, Orland Park IL	June 2005 – May 2007
	<ul style="list-style-type: none">◆ Helped students write essays, cover letters and resumes for colleges and careers◆ Advised students on personal, academic, and post-secondary issues◆ Developed a Homeroom Curriculum for the guidance department◆ Updated the guidance website with weekly information◆ Coordinated the administration of the SAT test on a national testing day	
	Homebound Tutor , Oak Park and River Forest High School, Oak Park IL	Winter 2004
	<ul style="list-style-type: none">◆ Tutored students in all academic areas who were unable to attend school◆ Collaborated with students, parents and teachers to maintain curriculum instruction	
	Speech Teacher , Maine East High School, Park Ridge IL	Summer 2003
	Trained students in public speaking during the summer session	
	English Teacher , Luther High School South, Chicago IL	June 2002 – June 2004
	<ul style="list-style-type: none">◆ Instructed seniors in communication, career exploration, and resume creation◆ Taught literature, composition and grammar to freshmen students◆ Worked with basic, regular, and honors classes	
	Reading/ELL Aide , Bryan Middle School, Elmhurst IL	August 2001 - June 2002
	<ul style="list-style-type: none">◆ Taught Language Arts and the English language to English language learners◆ Conducted inventories for students who manifested reading difficulties	
Education	NORTHEASTERN ILLINOIS UNIVERSITY, Chicago IL	June 2005 Graduation
	Master of Arts in School Counseling	GPA: 3.77/4.00
	Master of Arts in Educational Leadership (in progress, 15 hours completed)	Current GPA: 4.00/4.00
	AUGUSTANA COLLEGE, Rock Island IL	May 2000 Graduation
	Bachelor of Arts in Secondary Education & Speech Communication	Cum Laude
	Minor in Theatre Arts	
Computer Skills	<ul style="list-style-type: none">◆ Web Page Development◆ Microsoft PowerPoint, Excel, Word◆ Video Editing	
Other Activities	Drama Club Sponsor , Carl Sandburg High School	August 2006 – May 2007
	Assistant Drama Director , Carl Sandburg High School	January 2005 – April 2005
	Drama Director , Luther High School South	August 2002 – June 2004
	Class Sponsor , Luther High School South	August 2002 – June 2004
	Set Designer , Bryan Middle School	Spring 2002
	Auditorium Manager , Riverside Brookfield High School, Riverside IL	August 2000 - June 2001
	Operation Snowflake Advisor , Bryan Middle School	Winter 2002
	European Study Abroad Program , Augustana College	Fall 1999