

Jo-Ellen Instructor

0303 Bumpy Heights Dr ♦ Corn Bloom, IN 00003 ♦ (812) 007-0007 ♦ ji00@evansville.edu

OBJECTIVE

A mathematics teaching position in grades 5-8 with an opportunity to advise in extra-curricular activities

SUMMARY OF SKILLS/ACHIEVEMENTS

Interpersonal communication; Newspapers in Education Certificate of Participation; Certificate of Achievement- Computers in Mathematics Education Workshop; Proven skills in Classroom Management; Brochure and flier development; Practiced skills in small group instruction; Strong interest in utilizing collaborative learning techniques; Recognized skills in planning and organizing events/programs;
2004 Merit Scholarship Award

COMPUTER SKILLS

Microsoft Office-	•Excel	•PowerPoint	•Word	•Access
•Netscape	•WordPerfect	•Print Shop Deluxe	•PageMaker	•Publisher

EDUCATION

B.S. Middle School Education Mathematics Concentration Anticipated May 2006
UNIVERSITY of EVANSVILLE Evansville, IN **GPA 3.29**
Dean's List, 4 Terms **Successfully completed PRAXIS Exam**

TEACHING EXPERIENCE

Student Teacher Spring 2003

Rocky Creek Middle School Corn Bloom, IN

- Planned and instructed mathematics curriculum for two advanced and one developmental mathematics classes
- Implemented peer tutor program for developmental class, which resulted in a significant increase in test performance of both groups (tutors and students)
- Participated in the implementation of system wide computer enrichment program for middle school mathematics classrooms
- Maintained and adapted classroom management techniques to insure a quality learning environment

Practicum

Fall 2002

Bumpy Road Middle School Corn Bloom, IN

- Assisted in the instruction of two seventh grade mathematics classes
- Provided individual and small group tutoring support to reinforce key mathematical concepts

Volunteer Tutor

June 1998-Feb 2002

Bumpy Road Middle School Corn Bloom, IN

- Participated in a summer and after-school mathematics enrichment and tutoring program
- Developed instructional materials and manipulatives used in tutoring students
- Implemented tutor support group to provide assistance to tutors participating in the program

RELATED PROFESSIONAL EXPERIENCE

Secretary Kelly Temporary Services Corn Bloom, IN 1990-Present

- Operated multi-line telephone switchboard for large multi-division offices
- Generated and executed numerous office correspondence and reports using various personal computers and software packages
- Greeted clients and maintained computerized office appointment scheduler

COMMUNITY INVOLVEMENT

Crisis Center Hotline Volunteer

Senior Citizen Nutrition Program Volunteer & Kitchen Manager

Bumpy Road Middle School PTO

Loaves and Fishes Ministry, Food Preparation Volunteer

REFERENCES/CREDENTIALS

Available upon request: UE Career Services, 1800 Lincoln Ave Evansville, IN 47722
Voice (478) 301-2863 fax (478) 301-5629