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Your Name

1234 5th Street | Oakland, CA | professionalemail@email.com | 987-654-3210 | LinkedIn

Skills & Accomplishments

- 5 years childcare and tutoring experience
- Presentation skills
- Strong writing skills
- **Languages:** Native English; Advanced Spanish
- **Computer skills:** Word, Excel, Power Point & Canva
- **Awards:** A honor roll; All State Choir

Education

Bachelor of Arts in English | The University of Southern California | Expected, May 2022

- GPA: 3.0
- **Relevant coursework:** 30 credits of language coursework with 9 advanced credits in teaching English as a second language; Introduction to teaching and learning
- **Teaching experience:** Created lesson plan for fourth grade math class; observed elementary classes, grades 2, 3 and 4; assisted teacher with a division lesson and helped students in small groups during the lesson.

Experience

Instructional Assistant, Early Childhood | Oakland Unified School District | Aug. 2018—Present

- Provide quality childcare and a safe and loving environment for the children in the CDC.
- Assist with planning and implementing a variety of activities to meet the needs and interests of the children; read stories, sing songs, play games and participate in other activities with children.
- Provide guidance, assistance, and encouragement with various projects; assist in promoting a healthy self-image and self-esteem.

Co-chair of Events Committee | University Literature Club | Oct. 2017—Jan. 2018

- Worked with a student team to organize two events, the English major awareness event and the literacy table at the university's annual open house.
- Created a plan for the events, developed a schedule and followed up with student leaders.
- Created a budget and ordered food, tables and decorations.
- Worked day of events to set up tech, troubleshoot issues and help run booths.
- Set up childcare for events and created activities for young children.

Barista | Downtown Coffee & Tea | July 2016—Present

- Provide friendly customer service and ensure daily operation of busy coffee shop runs smoothly.
- Accurately use online and hardcopy processes for time keeping, inventory and cash handling.