
MARY EVANS

✉ xx xxxxxx xxxxxxxx ▪ xxxxxxxx, xxxxxxxx xxxxx

☎ xxx.xxx.xxxx 📧 xxxxxxxx@hotmail.com

QUALIFICATIONS PROFILE

Enthusiastic, energetic, and dynamic education professional, equipped with wide-ranging experience in facilitating and supervising learning experiences to children. Interested in pursuing advancement within academic organization as Preschool and Elementary Teacher to continue the promotion of skills, knowledge, and leadership capacity. Innovative and creative communicator who is known for positive, can-do attitude and genuine compassion for others. Licensed teacher with well-deserved reputation for motivating students and enhancing classroom experiences.

AREAS OF EXPERTISE

- | | |
|---|--|
| ✓ Learning Goals and Objective Evaluation | ✓ Curriculum Planning / Course Design |
| ✓ Educational Administration | ✓ Student Advocate and Motivation |
| ✓ Program / Organizational Development | ✓ Project Management and Operations |
| ✓ Time Management and Prioritization | ✓ Outstanding Student / Community Relations |
| ✓ Problem Solving and Decision Making | ✓ Highly Organized and Strong Analytical Abilities |
| ✓ Articulate Oral and Written Communication | ✓ Able to Multitask in Fast-Paced Environments |

EMPLOYMENT HISTORY

TODDLE INN (LA CROSSE SCHOOL DISTRICT'S 4K MODEL-3) ▪ LA CROSSE, WI

PRESCHOOL TEACHER

AUG 2004-PRESENT

- Execute various responsibilities of a preschool teacher such as building instructional plans for learners, preparing and delivering lesson plans, creating educational programs and activities that will facilitate learning, as well as ensuring adherence to school district's curriculum.
- Present students' progress through recording and completing reports cards and organizing appointments with parents to address learning liabilities and improve weaknesses.
- Write and distribute monthly newsletter to inform parents of various school activities and events such as weekly subject matter, classroom news, district news, as well as tips for parents on guiding students' home education properly.
- Document and produce accurate records of students' progress such as report cards, as well as conduct parent conferences to discuss strengths and areas that need improvement.
- Successfully created and implemented a "Monthly Parents Night", a program aimed to help children build stronger ties with their family and loved ones. The program encourages different activities every month that promote family bonding.

LA CROSSE SCHOOL DISTRICT ▪ LA CROSSE, WI

SUMMER SCHOOL KINDERGARTEN TEACHER

JUNE 2008-JULY 2008

- Worked with another teacher in planning and implementing instructional activities.
- Led a group of students with responsibilities in preparing and facilitating lessons and educational activities.
- Guided and taught pupils basic life skills lessons as well as good manners and right conduct.

EMERSON ELEMENTARY (LA CROSSE SCHOOL DISTRICT) ▪ LA CROSSE, WI

PRESCHOOL TEACHER-LONG TERM SUBSTITUTE

MAR 2008-JUNE 2008

- Planned, created, and facilitated lessons and activities for children based on the provided curriculum.
- Interfaced and worked collaboratively with staff members and parents on a daily basis to ensure smooth flow of educational programs.

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- Motivated students and created an environment conducive to learning through utilizing graphical displays, pictures, props, and colorful bulletin boards that will enhance learning experience.
- Performed educational related tasks using MS Word, Excel, and PowerPoint.
- Provided assistance with Child Development Days, through observing and interacting with soon to be preschoolers.

ST. PATRICK'S ELEMENTARY SCHOOL ▪ ONALASKA, WI

FIRST GRADE TEACHER'S ASSISTANT

SEP 2003-APR 2004

- Facilitated one-on-one instruction to mentally-challenged Autistic child.
- Provided assistance in planning, creating, and implementing curriculum and lesson plans.
- Maintained daily communication with staff members and parents to monitor children's progress and educational growth.
- Ensured harmonious learning relationship among learners through resolving conflicts and enforcing consistent behavioral expectations.
- Attended all staff meetings, in-services, and seminars to gain professional development and growth.
- Utilized MS Word, Excel, and PowerPoint in preparing lesson presentations and other school related tasks.

COULEE CHILDREN'S CENTER ▪ LA CROSSE, WI

EARLY CHILDHOOD TEACHER

FEB 2002-SEP 2003

- Provided guidance, supervision, and basic instruction to 7 to 15 children, with age ranging from 12 months to 10 years.
- Meticulously planned and executed suitable lessons and activities for children.
- Worked collaboratively with staff members and parents toward achievement of educational objectives.
- Prevented and resolved children's conflicts through maintaining and enforcing consistent behavioral expectations.
- Attended all staff meetings, completed all necessary paperwork, and encouraged coursework.
- Frequently used the computer in creating form letters for parents using MS Word, as well as activities and worksheets for students utilizing MS Excel and PowerPoint.

STUDENT TEACHING EXPERIENCE

K/1ST Multi-Grade Classroom, Franklin Elementary School ▪ La Crosse, WI
Teacher, Gunderson Lutheran Childcare Center ▪ La Crosse, WI

Sep 2001-Jan 2002
Jun 2001-Jul 2001

EDUCATION

Bachelor of Science in Elementary Education, Minor in Early Childhood

Viterbo University ▪ La Crosse, WI: 2001

Cumulative GPA 3.3 (NCATE Accredited)

CERTIFICATIONS

Wisconsin Teaching License for Elementary (Pre-Kindergarten to Grade 6)

Autism spectrum Disorder Certification

Wisconsin Model Early Learning Standards Training

AFFILIATIONS

YMCA North Childcare Parent Committee

Western Technical College Early Childhood Education Program Advisory Committee
