**FIRST LAST NAME**  Email: student123@DelVal.edu

Your Address, City, ST, Zip Phone: 215-xxx-xxxx

**EDUCATION** Delaware Valley College, Doylestown, PA

*BS, Secondary Education* May 2010

Specialization: Business, Computer and Information Technology

**Pennsylvania Certification in Business-Computer-Info Tech K-12**

* Summa Cum Laude, GPA 3.9
* Top 5% of graduating class, 13th out 334
* Dean’s List Award April 2006
* National Honor Society (Alpha Sigma Lambda) May 2005
* Proficient in Microsoft Office Suite

**STUDENT**

**TEACHING HATBORO HORSHAM HIGH SCHOOL**, Horsham, PA Aug - Dec 09

* Suburban public high school with1850 students in grades 9-12.
* Engaged in all responsibilities as the classroom teacher.
* Taught 2 computer applications classes for 45 students grades 9-12.
* Instructed 2 college planning and preparation courses for 50 juniors.

**CLASSROOM**

**ACTIVITIES**

* Presented classroom instruction utilizing PA teaching standards.
* Designed creative lesson plans integrating games and group activities.
* Instructed a career prep computer applications class for 20 students; 60% - IEP’s.
* Tracked a total of 25 students with IEP’s and participated in IEP meetings.
* Established positive relationship with students, parents, and colleagues.
* Only student teacher to participate in FBLA meetings and fundraisers.
* Chaperoned a 14 FBLA student tour of Wall Street and Federal Reserve Bldg.

**COMPUTER**

**SKILLS**

• Access • Excel • Outlook

• PowerPoint • Publisher • Word

• C++ • Dos • Front Page / Web design

• Inspiration • UNIX • Windows, XP, 2002, 2003

**INDUSTRY**

**EXPERIENCE *SABRE SYSTEMS INC.,*** Warminster, PA Nov 00 - Jun 04

*Finance Department - Payroll Specialist / Report Writer*

* Generated multi-million dollar payroll for 500 employees.
* Managed travel expenditures, account’s payable, and report production.

*Senior Project Tracking Analyst* Nov 98 – Oct 00

* Implemented and maintained tracking systems on both mainframe and PC.
* Performed costs analysis of 12 projects: annual budget 8 million dollars.

**ACTIVITIES *Member***, National Business Education Association (NBEA).

***Attendee***, The National Council on Economic Education Seminars.

Girl Scouts; ***Leader*** 2005 – 2006; Assistant 2002 – 2005.