

Jane Smith
123 Main St.
Any City, Any State, Any Country
001 123 4567
E-mail: janesmith@gmail.com
Skype: jane.smith

Education:

May 2018	University of New York – BA in Education New York, NY
May 2016	ITTT TEFL Certification – 120 hour on-line course
June 2014	New York High School – Diploma General Education New York, NY

Work experience:

Jan. 2018 – present	ABC Language school (Guangzhou) English Teacher Responsibilities: teaching students how to read, write, speak, and interpret English. Plan and prepare effective lessons. Develop effective teaching methods. Ensure well-being of students.
Jan. 2016- Dec. 2017	Tiny Tot Kids Day Care (Harlem, NY) Teacher Aide Responsibilities: Assisting teacher in the day care with basic learning skills for kids 2- 5 years and overall child care, including assisting with meals and hygiene.

Other Certification:

November 2015	First Responder CPR course – Certification CPR
October 2015	Day Care Provider Course -- 200-hour Certification