

## JOHN E. DOE

[Street Address], [City], [State] [ZIP]  
[Phone Number] [E-mail Address]

**Education and Certification** **M.Ed. in Business and Marketing Education**, 1991. Central Washington University  
**B.S. in Marketing Education**, 1986. Central Washington University  
**B.A. in Business Administration**, 1982. Western Washington University

**Principal Certification:** Residency Certificate pending, June 2007, Washington State University Vancouver

**Career & Technical Education:** director, business & marketing teacher, work-based learning coordinator

**Continuing Teacher:** 4-12 Business, Marketing, Economics

**Education Experience** [School Name] High School, [City], [State]. 1988-2007  
*Dean of Students & Administrative Intern:* (2006-07)

- discipline for two grade levels
- classified staff evaluation
- school website design/management
- Skyward/Family Access coordination
- AIDS curriculum coordination

*Vocational/Career and Technical Education Director and Department Chair:* (1993-2007)

- district-wide CTE program management and budget authority
- grant writing and management
- tech prep college articulations
- district- and building-level technology
- school improvement initiatives (advisory, student portfolios, culminating project, student learning plans)
- provided in-service to the high school staff on various issues related to technology and education reform

*Teaching:* (1988-2007)

- full range of business and marketing courses
- started a new marketing program
- advisor for DECA and school store
- piloted culminating project course.

*Athletics:*

- girls varsity soccer coach (1990-99)
- home events manager (1988-93)
- boys JV soccer coach (1991)

[Name] University, [City], [State]

Adjunct faculty. Taught work-based learning philosophy and law to individuals transitioning from business and industry to the education profession.

**[Name] School, [City], [State].**

Taught computer applications during three summer school sessions to incarcerated youth.

**[Name] Community College, [City], [State]. (1988)**

Taught Principles of Selling and Retail Management.

**[Name], [Name], and [Name] School Districts. (1987-88)**

Substitute teacher.

**Related  
Business  
Experience**

**Mervyn's, Bellevue, Washington. (1987-88)**

- retails sales
- sales audit and payroll

**Eastside Self Serves, Bellevue, Washington. (1983-86)**

General manager of two gas stations.

**Professional  
and Civic  
Activities**

- Professional memberships include:  
ASCD, AWSP, W-ACTE, ACTE, WAVA, WAME, MEA.
- Current leadership positions:  
Washington State FBLA Board of Directors, WAVA scholarship chair.
- Past leadership positions:  
five years as a founding member of the Washington state career and technical education advisory committee, four years as church treasurer, two-year term as secretary/treasurer for WAME and one-year term as WAVA area group president.
- School-related civic responsibilities:  
[City] Chamber of Commerce Business, Training, and Education Committee;  
[City] Community Television Planning Committee.

**Recent  
Presentations**

***The Future of Business Education in Washington***

Panelist, WA-ACTE Summer conference, Spokane, August 2006.

***Cross-Crediting With a Focus on Science and Agriculture***

Panelist, OSPI High School Summit, Seattle, January 2006.

# **[Name]**

## References

Additional References Available on Request

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