

John E. Doe

[STREET ADDRESS] [CITY, STATE ZIP] [PHONE NUMBER] [E-MAIL ADDRESS]

Education

- City University – Vancouver, WA** **June 2005**
- Master of Education ~Educational Leadership
 - P-12 Washington State Principal Certification
 - With Presidential Honors
- Central Washington University – Ellensburg, WA** **June 2000**
- Bachelor of Arts ~Elementary Education
 - K-8 Washington State Teaching Certification
 - K-12 Special Education Endorsement
 - Summa Cum Laude
- Centralia College – Centralia, WA** **June 1998**
- Associate of Arts
 - With Highest Honors

Experience

- Administrative Intern** [Name] School District **August 2004 to present**
[Name] Elementary School
[Street Address]
[City], [State] [ZIP]
[Phone Number]
- Administrative Intern** [Name] School District **August 2000 to present**
Elementary Teacher [Name] Elementary School
[Street Address]
[City], [State] [ZIP]
[Phone Number]
- Student Teacher** [Name] School District **March 2000 to June 2000**
[Name] Elementary School
[Street Address]
[City], [State] [ZIP]
[Phone Number]
- Clerical Assistant to** [Name] School District **October 1996 to June 1998**
Special Education [Street Address]
Secretary [City], [State] [ZIP]
[Phone Number]
- Teacher/** [County Name] Head Start **September 1989 to June 1996**
Family Educator [Street Address]
[City], [State] [ZIP]
[Phone Number]

Assistant Director **[Center Name] Child Care Center** **Summer 1995**
[City], [State] [ZIP]

*Summer School
Teacher* **[Name] School District,** **Summer 1993**
[City], [State]
[Name] Elementary School
[City], [State] [ZIP]

Leadership Activities and Involvement

- Member, [Name] Elementary Safety Committee 2004 – present
- Team Leader, [Name] Elementary Writing Focus Team 2004 – present
- Team Leader, [Name] Elementary Teacher Development Team 2003 – present
- Team Member, Professional Certification Team for [School Name] 2004 – present
- Co-writer, [Name] Elementary Technology Plan 2005
- Cooperating Teacher for Student Teacher, Pacific Lutheran University 2004
- Conference Facilitator, [County Name] Small Schools Conference 2003
- Vice President of Leadership, Centralia College Phi Theta Kappa 1997 – 1998
- Co-President, [Name] Child Care Parent Advisory Board 1995 – 1996
- Conference Co-Facilitator, Early Childhood Education Conference 1995
- Co-President, Pumpkin Patch Cooperative Preschool 1994 – 1995
- Team Member, [County Name] Head Start Strategic Planning Team 1994
- Member, National Honor Society 1981– 1982
- Editor, [Name] High School Yearbook Staff 1981– 1982
- Secretary, [Name] High School Associated Student Body 1980–1981

Awards and Memberships

- Child Development Associate Credential (CDA)
- Phi Theta Kappa, Vice President of Leadership ~Centralia College
- First Place Centralia College Writing Contest
- Student Employee of the Quarter (Spring) ~Centralia College
- Outstanding Student Award ~Centralia College
- President’s Scholar Award and Recipient of the Presidential Medallion ~Central Washington University
- Outstanding Student Teacher Award ~Central Washington University
- Member of [Name] County Reading Foundation
- Intern Member ~Association of Washington School Principals

References

[Name], [Position]
[Place of Employment]
[Street Address]
[City], [State] [ZIP]
[Phone Number]

[Name], [Position]
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