

CINDY SMITH

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Ogden, Utah 84404

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CAREER OBJECTIVE

A position in Public or Private Elementary Education with an emphasis in Teaching Elementary. Grades K through 6.

EDUCATION

Bachelor of Science degree, Weber State University, Ogden, Utah, May 2010. Majored in Elementary/ Early Childhood Education Dual with an emphasis in Child Development. Major GPA 3.85.

State of Utah Elementary and Early Childhood Education Dual Licensure, May 2010.

EDUCATIONAL HIGHLIGHTS

Dean's List for Academic Achievement, 2008-2010; board member, Weber State Chapter of UEA, 2009-2010; member, Utah Chapter of the International Reading Association, 2008-2009; and, member, Utah Science Teacher's Association, 2007-2009.

WORK EXPERIENCE

Student Teacher, Antelope Elementary, Davis School District, Clearfield, Utah, Spring 2010.

Instruction and classroom management of third grade students. Coordinated student activities and responsible for grading and interaction with faculty, staff, and parents.

Camp Counselor, Foundation for Children and Youth with Diabetes, Farmington, Utah, Summer 2009.

Supervised sixteen elementary-age girls with social and diabetic daily living skills.

Receptionist, Women's Center, Weber State University, Ogden, Utah, 2008-2009. Responsible for assisting students with hourly job referrals. Answered phones, scheduled appointments for professional staff, office duties as assigned, and provided quality customer service.

Receptionist, Flying J Corporation, North Salt Lake, Utah, 2005-2008. Provided general secretarial services including taking phone messages and rerouting phone calls, payroll for sixty associates, and created an employee safety handbook.

Customer Service Representative, SPS Payment Systems, Layton, Utah, 2003-2005.

Received phone orders for national catalog companies and maintained credit accounts.

SPECIAL SKILLS AND ABILITIES

Knowledge of Microsoft Word, WordPerfect 9, Lotus 1-2-3, and Excel computer programs. Experience in developing and managing programs and personnel, and assessing needs for grant qualifications. Leadership, organization, oral and written communication, public relations, customer service, teamwork and presentation skills developed in volunteer, education, and employment settings. Reputation for being a hard worker, completing tasks in a timely manner, creative and goal oriented, self-motivated, and a team player.

CREDENTIAL FILE

Self-Managed Credential File available upon request.