

SEAN W. KAUFMAN
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OBJECTIVE

Seeking a professional position teaching elementary education with special emphasis on xxxxxxxxxxx

EDUCATION

BACHELOR OF SCIENCE DEGREE

Elementary Education, May 20XX. GPA 3.86
Indiana University Southeast - New Albany, IN
Concentrations in Middle School and Kindergarten
Student teaching assignment: S. Ellen Jones School, Fall 20XX-20XX

LICENSE

Indiana Standard Teaching License for General Elementary 1-6 with a 7/8 non-departmentalized.

FIELD EXPERIENCE

General Methods:

Galena Elementary – Grade 3
Supervising Teacher: Ms. Mary Jones
University Supervisor: Dr. Susan Smith
Constructed an integrated curriculum unit based on insects

Language Arts and Reading:

Georgetown Elementary – Grade 3
Supervising Teacher: Ms. Carol Sampson
University Supervisor: Dr. Jennette Appleby
Taught unit on Justin and the Best Biscuits in the World by M.P. Walter

EXPERIENCE

Film Librarian - February 20XX to Present.

Clark Memorial Hospital – Jeffersonville, Indiana

- File forms and enter computer data for 150 patient x-rays per day.
- Hang x-ray films for 47 doctors.
- Provide outstanding customer service and maintain telephone etiquette.

Statistical Clerk - December 20XX to January 20XX

Department of Immigration and Naturalization – Louisville, Kentucky

- Conducted 50 telephone interviews per day to obtain data for government funded surveys.
- Entered data into a microcomputer for 143 geographic areas.
- Gathered vital information to complete survey for research department.

PERSONAL ATTRIBUTES

Able to learn quickly and easily adjust to various working environments. Dependable, honest, and able to work in situations requiring little supervision. Cheerful and work well with co-workers.

COMPUTER SKILLS

- Windows 2003, XP
- WordPerfect

REFERENCES

Available on request