

SEAN W. KAUFMAN
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OBJECTIVE

Seek a position in the New Albany Floyd County Public School System teaching elementary education with special emphasis on literacy and disability services

EDUCATION

BACHELOR OF SCIENCE DEGREE in Elementary Education, to be conferred May 20XX
Indiana University Southeast - New Albany, IN
Concentration in Middle School
Overall GPA 3.86 A = 4.00
Graduated Summa Cum Laude
Named to Chancellor's List for highest academic achievement – four semesters
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 certification

FIELD EXPERIENCE

General Methods:

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

Langue Arts and Reading:

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

Math / Science:

Wilder Elementary – Grade 5
Supervising Teacher: Mr. John Hocker
University Supervisor: Dr. Walter Ryan
Team taught unit on problem solving using decimals and percentages

EXPERIENCE

FILM LIBRARIAN - February 20XX to Present
Clark Memorial Hospital – Jeffersonville, IN

- 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

EXPERIENCE, continued.

STATISTICAL CLERK - December 20XX to January 20XX
Department of Immigration and Naturalization – Louisville, KY

- Conducted 50 telephone interviews per day to obtain data for government-funded surveys with 99.8% accuracy setting new record in department
- Entered data into a microcomputer for 143 geographic areas
- Gathered vital information to complete survey for research department

COPY/RETAIL CLERK - May 20XX to October 20XX
Office Max - Clarksville, IN

- Operated three office copy machines and cash register in a retail environment
- Designed and sold business cards creating a new market not in existence prior to my employment
- Aided in opening or closing store three days per week

ACHIEVEMENTS

Maintained high GPA while volunteering 20 hours per week and being involved in campus activities in leadership roles
Taught self to use QuickBooks and set up computer-based bookkeeping system

COMPUTER SKILLS

- Windows XP
- PowerPoint
- WordPerfect
- Access
- Microsoft Word and Works
- Microsoft Excel

REFERENCES

Available on request