

JANE A. SMITH

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Baton Rouge, LA 70801
(504) 333-0010

- CAREER OBJECTIVE:** A teaching position in the elementary grades. Special interest in utilizing skills in gifted/talented programs.
- EDUCATION:** Bachelor of Science, Elementary Education
Louisiana Tech University, Ruston, LA
May 20- (GPA: 3.7/4.0)
Louisiana Elementary (K-8) Certification
- STUDENT TEACHING:** Hillcrest Elementary School, Ruston, LA (March - May 20-)
 - Taught reading, spelling, social studies, and mathematics to 26 third-grade students.
 - Organized and conducted a math workshop for gifted students.
- SKILLS/
ACCOMPLISHMENTS:** Communication
 - Wrote instructor's guide and student manual for math workshop.
 - Developed and delivered oral presentation promoting junior class Centennial project to campus administrators. Secured approvals and funds (\$3,000) for project.
Interpersonal
 - Counseled with incoming freshmen who were experiencing anxieties related to adjustments in a new environment.
 - Developed rapport with parents of students through participation in Parent Teacher Organization. Established team plan with parents of students who participated in math workshop.
- WORK EXPERIENCE:** Student Assistant, Career Center
Louisiana Tech University, Ruston, LA (September, 20- - May 20-)
 - Assisted in organization of and preparation for Career Days and Teacher Recruitment Days.
 - Performed various clerical responsibilities. Assisted in development of publicity/promotional materials for special events.
 - Advised prospective graduates concerning services and resources available to prepare for and conduct the job search process. Assisted prospective graduates in use of Career Library.
Mathematics/Reading Tutor (January 20- - May 20-)
 - Tutored three elementary students with learning disabilities in mathematics. Raised grade level in excess of one year over five-month period.
 - Tutored two fourth grade students in reading skills development. Advanced reading abilities two levels in four months.
- HONORS/
ACTIVITIES:** Phi Kappa Phi Honor Society
Panhellenic Academic Excellence Award
Student Government Association
Junior Senator (20-)
Panhellenic Delegate - 20-
- PROFESSIONAL
ASSOCIATIONS:** Louisiana Association of Educators - Student Program (LAE-SP)
Association for Childhood Education International
Kappa Delta Pi