
Name

000 Happy Drive ▪ Lexington, SC 29210 ▪ 000.000.0000 ▪ unknown@mailbox.sc.edu

Education	University of South Carolina Master of Teaching Bachelor of Arts in History	Columbia, SC May 2007 May 2004
Professional Experience	Lexington Middle School/ White Knoll High School <i>Master of Teaching Program Internship</i> <ul style="list-style-type: none">▪ Assisted teachers with grading papers, making copies, and entering grades into the grade book▪ Prepared and executed multiple daily lesson plans▪ Designed and Implemented student activities to enhance student involvement with the lesson▪ Assisted Coaching Teacher in executing her lessons▪ Provided individual interaction with students▪ Assumed control of the class when teacher was absent	Lexington, SC Fall 2006
	Lexington High School <i>Media Assistant</i> <ul style="list-style-type: none">▪ Encouraged student usage of the Media Center▪ Assisted in maintaining a positive atmosphere in the Media Center▪ Assisted teachers with executing class research activities in the Media Center▪ Directed students toward appropriate college and career resources▪ Advised students on effective research material▪ Regulated and collected student fines and communicated this information with the financial secretary	Lexington, SC 2005-2006
Coaching Experience	Lexington High School-B-Team Basketball Coach <ul style="list-style-type: none">▪ Organized daily practice schedules▪ Encouraged and maintained a positive team attitude▪ Coordinated means of transportation and determined appropriate travel times▪ Provided a positive male role model and maintained high academic expectations▪ Prepared 15 ninth graders for advancement to higher levels of basketball▪ Implemented individual fundamental workouts▪ Chaperoned overnight varsity basketball trips	2005-2006
	Lexington Middle School-Assistant Basketball Coach	2004-Present; 2002-2003
	White Knoll High School-Junior Varsity Basketball Assistant	2003-2004
	Wildcat Basketball Camp-Camp Counselor	2006, 2002, 2001, 1997-1999
	Saxe Gotha Basketball Camp-Camp Counselor	1997-1999, 2001
	Montreat Basketball Camp-Camp Counselor	2000-2001
Other Experience	Chic-Fil-A Operator Development Trainee Lewis, Babcock and Hawkins-File Clerk EdVenture-Volunteer	2005 2003-2005 Fall 2003
Computer Skills	Microsoft Word, Excel, PowerPoint, Access, Outlook, Microsoft Word Perfect, Internet	