

Jemia Rose
112 Service Road, Apt.2, Brooklyn, NY 11235
(718) 555-0000
volunteer@email.com

Professional Experience

Tutor, Teach Me How, Inc.*

June 2008-Present

Anytown, USA

- Teach non-English speaking adults GED subjects such as history, math and English.
- Developed a board game to teach geography
- Evaluate the progress of 15 students
- Awarded the “Excellence in Teaching” for 2002

Teacher, After School Co.

March 2007-June 2008

My Town, USA

- Design activities for students to teach math, English, spelling and reading
- Create reports on learning progress of up to 25 students
- Manage budget of \$1,200 per year

Receptionist, Take a Message Associates

March 2006-June 2007

Anytown, USA

- Answered 10 line phone and routed calls appropriately
- Coordinated correspondence between clients and management
- Oversaw schedules of 10 staff members

Education

Expected A.A.S. June 2009, Early Childhood/Childcare
Kingsborough Community College, NY

Activities

- Member, Phi Sigma Pi 2008-2009
- President, Early Childhood Education, 2009
- Member, Sculpture Club, 2009

Special Skills

- Fluent in Hebrew and Russian
- Proficient with SPSS, Microsoft Office, and RaisersEdge software programs

**Helpful Hint-Service-Learning experiences can be included under a Campus Involvement or “Activities” section, Professional Experience, or Volunteer Experience. It’s up to you!*