

Laura Jones

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PROFESSIONAL SUMMARY: A self-motivated educator searching for employment as a Spanish teacher at the high school level in order to make use of my communication skills in English and Spanish and to utilize my problem-solving capabilities.

RELEVANT COURSEWORK:

- Conversational Spanish
- Pubic Speaking in Spanish
- Advanced Spanish Grammar
- Spanish Writing Skills
- Spanish Literature
- Spanish Composition

EMPLOYMENT:

March 2017-Present University of Missouri-Columbia, Teaching Assistant

- Graded exams and homework assignments while monitoring attendance logs; utilized strong organizational skills to accomplish these tasks; critiqued the overall performance of students who studied Spanish at the freshmen level.
- Worked with the primary teacher to create subject matter that focused on syllabi, homework assignments, and student papers; this aspect of the profession requires teamwork based on effective communications among relevant faculty.
- Spearheaded a plan of action to increase grades for students faltering in Spanish; test scores increased 11% over the course of one year; this program is now considered a standard operating procedure in several departments on campus.
- Created lesson plans that addressed short-term and long-term objectives for students; developed a plan of action for students who were falling behind in their studies.
- Communicated with the primary teacher in order to create a collaborated effort that focused on how to address student progress; identified key problems and created vital solutions; made use of these observations when meeting with families during parent conference week.
- Maintained the attention of students by using visual aids such as paper handouts and slideshow presentations; this approach engages students to learn new information when used correctly.
- Created an environment that focused on student participation; gave each student an essential assignment to complete successfully; achieved this goal by praising students for their efforts.

EDUCATION:

Bachelor of Arts Degree in Spanish, University of Missouri-Columbia (2017-Present)

EXTRACURRICULAR ACTIVITIES:

- Spanish Club
- Spanish Honor Society

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