

337 Main Street  
Wallsburg, Wisconsin 09876  
123.456.7890  
mfoley@hotmail.com

# *Marina E. Foley*

## *Elementary School Teacher*

### *Excerpts from Letters of Recommendation*

*"...a gentle, kind and nurturing individual...she accepts every student for his/her needs... shows this through her positive interaction with children... values children's opinions and ideas...her values of a child centered, hands-on learning environment were evident through her classroom organization and method of instruction..."*

Jerry McNair  
First Grade Teacher  
Greenland Park Elementary

*"...her enthusiasm for teaching, love for children, and ability to plan creative and effective lessons will be definite assets..."*

Dr. Bill Purdue  
Wisconsin Southern University  
Professor Emeritus

### *Summary of Qualifications*

- Self-directed, resourceful and enthusiastic teaching professional with a genuine interest in fostering students cognitive and social growth.
- Combine strong passion for literacy, motivation and inspiration to create a fun and challenging learning environment with strong connections to community.
- Active team member effectively communicating and collaborating with all levels of staff to ensure optimum learning environment for students.
- Skilled in the design of developmentally-appropriate, enriching, innovative and hands-on activities and lessons to meet social and emotional needs of students as well as state standards.

### *Education & Certification*

WISCONSIN SOUTHERN UNIVERSITY, Southern, Wisconsin (June 2009)  
**Bachelor of Science in Elementary Education • Reading Endorsement**

#### *Certification*

State of Wisconsin Five-Year Professional License (1-8) with K-12 Reading Endorsement (Effective June 2009)

### *Related Teaching Experience*

#### **Third and Fourth Grade Multi-Age Teacher**

GREENLAND PARK ELEMENTARY SCHOOL, Mooseborough, Wisconsin  
(September 2009-June 2010)

- Integrated third and fourth grade curriculum while establishing an independent, self-directed multi-age classroom. Conducted Developmental Reading Assessments (DRAs) as well as other routine assessments setting individual student performance goals based on results. Successfully implemented new science curriculum. Developed home/school relationships with communication through weekly newsletters and grading period conferences. Utilized a variety of teaching methods including Guided Imagery, Process Drama and hands-on sensory activities to facilitate learning process.

#### **Short Term Substitute/Second Grade Classroom**

ELKTON ELEMENTARY SCHOOL, Sasburg, Wisconsin  
(April-June 2009)

- Developed and implemented weekly lesson plans and units in absence of regular classroom teacher. Created and fostered a child-centered, literacy rich environment. Established individual student goals across curriculum. Scheduled daily parent involvement and held parent/teacher conferences.

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## Excerpts from Letters of Recommendation (cont'd)

"...extremely organized...very helpful with room set-up...eager to learn as much as possible...seeks resources to help her accomplish her goal...great knowledge on the computer-uses it as a tool to support classroom management...excellent rapport with students, their families...communicates well with other teachers...aware of what it takes to be the best teacher she can be!"

Karen Quinton  
Cooperating Teacher  
Elkton Elementary School

"...you have established expectations for behavior, and have structured the environment for student success...children are becoming very self-directed and competent..."

Jan Feese  
Principal  
Barrett Elementary School

## Related Teaching Experience (cont'd)

### Student Teacher

BARRETT ELEMENTARY SCHOOL, Mooseborough, Wisconsin (Fall 2008)

- Assumed full teaching responsibility in third grade classroom developing, planning and implementing weekly lesson plans and units. Assisted cooperating teacher with assessments. Completed DRA and Everyday Math training; integrated Everyday Mathematics into lesson plans. Attended staff meetings, parent information night and parent/teacher conferences.

### Wisconsin Southern University Literacy Partnership (300 hours)

BELLTON ELEMENTARY SCHOOL, Bellton, Wisconsin  
(September 2007 - June 2008)

- Collaborated with both 1st and 5th grade teachers and students in challenging school demographic of 28% IEP and 23% identified students. Taught individual small group and whole class assignments. Created and taught lessons using rich text aligned with thematic units. Used various reading assessments to set reading goals, develop lessons with appropriate reading strategies to support students' literacy growth and track progress throughout the year.

## Technology Skills

Competent in both Microsoft Windows and Macintosh OS X operating systems and the following software packages:

- Microsoft Word and Powerpoint
- Wordperfect
- AutoCAD
- Scholastic Reading Inventory
- Power Media Plus
- Chalkwaves
- Internet and e-mail packages
- Quicken

## Current Professional Experience

### Designer/Sales Associate

CABINET CREATIONS, Mooseborough, Wisconsin (March 2007 - Present)

- Assumed full teaching responsibility in third grade classroom developing, planning and implementing weekly lesson plans and units. Assisted cooperating teacher with assessments. Completed DRA and Everyday Math training; integrated Everyday Mathematics into lesson plans. Attended staff meetings, parent information night and parent/teacher conferences.