

[Your Name]  
[Street Address], [City, ST ZIP Code]  
[phone]  
[e-mail]

*“...exceptionally energetic and enthusiastic teacher...projects a charisma that captures the imagination of students...demonstrated excellent classroom management skill...”*

Simon Pearson  
former administrator

*“...business background in technology was supportive to the use of videos and computers in the class...She volunteered for cooperative opportunities in the media center and helped teachers to*

## ***Professional Profile***

Eager to bring elementary students into the twenty-first century using a unique combination of education experience coupled with ten years' business background in computer systems management.

- Hold Masters Degree in Elementary Education and Bachelors Degree in Computer Science.
- Experienced in use of the Internet and educational software.
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children.

## ***Education, Honors, and Certifications***

### **M.S. Elementary Education**

Elm College, Flushing, NY. 1995

### **Bachelor of Science Computer Science**

Fir Tree University, Hempstead, NY. 1984

### **Kappa Delta Pi Honor Society Member**

### **Provisional Certifications**

NY State Elementary Education. 1995

NY State Business Education. 1995

### **Key Qualifications**

Certified in Elementary (K-6) and Business Education

Plan and instruct each subject area using wide variety of teaching aids, motivational and implementation strategies to engage students in active learning.

Incorporate learning modality principles into classroom and individual instruction. Develop and conduct inter-grade activities. Utilize Heath automated math management system.

Implement technological approaches to subject material. Research educational resources on the Internet. Assist with information retrieval.

### **Experienced Computer Educator**

Designed and conducted various faculty and student workshops for training in word processing and spreadsheet software.

Instructed corporate personnel in use of word processing, desktop publishing, and drafting programs for conversion from manual typesetting and drafting to computer assisted methods.

### **Computer Skills**

- **Software (IBM and MAC environments):** Microsoft Windows® and DOS, WordPerfect, Lotus123, Microsoft

*accommodate*

*computers...I*

*recommend her with the*

*highest regard..."*

Aidan Delaney  
2nd Grade Teacher  
New York City Schools

*"...deeply involved in*

*learning about the*

*educational state-of-the-*

*art, investigating*

*research and designing*

*instructional*

*materials...I look*

*forward to the time*

*when Diane will bring*

*her love of children,*

*enthusiasm, initiative,*

*and intelligence into her*

*own classroom."*

Monica Brink, Ed.D.

*"My ability to motivate*

*students and share a*

Word, PageMaker, AutoCAD, Books in Print, Baker & Taylor Links, Bibbase

- Working knowledge of the **Internet**
- **System installations and debugging;** terminal/printer operations

## ***Employment***

### **Professional Development in Education**

- **Substitute Teacher, K thru High School,** April 1995 to present
- **Graduate Advisor, Education Dept.,** October 1995 to present  
Elm College, Flushing, NY
- **Workshop Presenter,** November 1995  
First combined International Reading Association Regional Conference, Nashville, TN
- **Information Services Assistant,** May 1994 to August 1995  
Elm College, Flushing, NY
- **Student Teacher,** September to December 1994  
Fir Tree Elementary, Flushing, NY

### **Computer Related Training Positions**

- **Workshop Presenter,** February, 1995  
Maple High School, East Islip, NY
- **Graduate Assistant,** August 1993 to May 1994  
Elm College, Flushing, NY
- **Software Engineer,** 1989 to 1991  
Trey Research, Smithtown, NY

### **Corporate Computer Systems Management**

- **Systems Manager,** 1987 to 1989  
A. Datum Corporation, Bohemia, NY
- **Software Quality Assurance Engineer,** 1986 to 1987  
Fabrikam, Inc., Smithtown, NY
- **Staff Administrator, Executive Department,** 1984 to 1986  
The Telephone Company, Brooklyn, NY
- **Student Director/Assistant, Computer Science Lab,** 1981 to 1984  
Fir Tree University, Hempstead, NY

## ***Professional Affiliations***

International Reading Association  
Association for Supervision and Curriculum Development

*love of learning fosters a  
successful classroom  
environment. ...I would  
welcome becoming part  
of 'the village that raises  
the child' in your  
district."*

Jenny Lysaker