

Mary Simon
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Objective: To obtain a position as a teacher intern in an elementary classroom in the Grand Rapids area.

Education: Michigan State University, East Lansing, Michigan
Bachelor of Arts, May, 2012
Major: Elementary Education
Teaching Major: Language Arts

**Pre-Internship
Field Experience:**

Post Oak Elementary School, Lansing, Michigan
September, 2011 - April, 2012, Grade Level: 2nd

- observed classroom management and teacher's instructional lessons
- planned and taught hands-on lessons in science, social studies, language arts, and math
- managed classroom for the teacher when needed

Waverly Intermediate School, Lansing, Michigan
January, 2011 - April, 2011, Grade Level: 5th

- worked individually with a struggling student in literacy
- organized literacy assessments to be utilized with the student
- examined classroom management and instructional strategies

Fairview Elementary School, Lansing, Michigan

- observed classroom activities and management techniques
- worked with small groups of students in literacy
- aided head teacher with setting up centers

**Teaching-related
Experience:**

Child Care Provider

Mount Pleasant, Michigan

August, 2001– present

- supervised children's safety, nutrition, and activities daily
- helped children with daily routines such as toileting, dressing, eating and sleeping
- implemented adult expectations and schedule
- organized sports, art, and learning activities for children of various ages

Teacher's Assistant

Central Montcalm Elementary School: First Grade Classroom

January, 2002-May 2002

- observed and helped the head teacher with lessons and daily activities in the classroom
- responsible for assisting teacher with tasks to support her teaching (photocopying, grading, cleaning classroom)

- responsible for helping in the social and educational development of students under the direction of the head teacher

Other Work

Experience:

-Day at State Program at Michigan State University: Student Ambassador
East Lansing, MI, September 2011-present

-MSU Green and White Days Program: Tour Guide/Program Host
East Lansing, MI, July 2011

-Michigan State University Academic Orientation Program: Student Assistant
East Lansing, MI, May 2011-September 2011

-Joann's Fudge Shop: Fudge Clerk
Mackinac Island, MI, May 2010-September 2010

-Michigan State University Desk Receptionist: West Circle Residence Halls
East Lansing, MI, December 2009-May 2011

-Law Office of Villet, Sheerer, and Pallerito: Secretarial Assistant
Stanton, MI, January 2008-June 2008

Professional

Development: Active member of Student Michigan Education Association, September, 2010 – present

Technology: Proficient in:

- iMovie
- Microsoft Word, Excel, PowerPoint, and Publisher
- Smart Board
- Elmo

Honors and

Achievements: MSU Undergraduate Deans List: Fall 2008-present

Central Montcalm High School National Honor Society: graduated Summa
Cum Laude

Vice President: Central Montcalm Student Council

Interests: Traveling, playing piano, reading, and blogging