

Sample Education Résumé

Justine Pepperdine

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SUMMARY OF QUALIFICATIONS

Seasoned technology professional with exceptional leadership, analytical, communication, and organizational skills. Over ten years experience in both corporate and educational technology arena. Extensive experience running customer support, managing help desk centers, and keeping technology downtime to a minimum.

- Technology Consultant for corporate and educational organizations: Infrastructure, Application Training
- Experienced in technology staff development training
- Skilled at designing, implementing and maintaining websites and intranets
- Mac Systems Administrator; maintain and supervise network resources for end-users
- Network Administrator; monitoring e-mail, content filtering firewall, etc.

EDUCATION

| | |
|---|------|
| Pepperdine University, Graduate School of Education and Psychology; Los Angeles, CA Master of Arts in Learning Technology | 2013 |
| Any School; Any City, Any State Bachelor of Arts in Teacher Education | 2007 |
| California Institute of Computer Technology; Los Angeles, CA Mac Systems Administrator | 2003 |

CREDENTIALS & CERTIFICATIONS

| | |
|---|------|
| California Professional Clear Single Subject Teaching Credential | 2009 |
| No Child Left Behind (NCLB) Highly Qualified - Social Studies | 2007 |
| Cross-Cultural Language and Academic Development (CLAD) Certification | 2007 |

LANGUAGE

Fluent in Spanish

PROFESSIONAL EXPERIENCE

| | |
|---|--------------|
| North Hill City School District; Wilmington, CA Administrator, Technology Services | 2009-Present |
| <ul style="list-style-type: none">• Initiate full modernization of technology infrastructure, including all data, voice, and video technologies• Conduct comprehensive and effective staff development technology training seminars• Develop and introduce technology Cyber Camps for 400+ students, including special education• Design and implement technology smart rooms and mobile labs for both staff and student training• Advise on review and integration of technology in K-12 curriculum and administrative applications• Publish monthly technology newsletter, establishing more effective communication for all employees• Produce several audio and video training podcasts for staff education | |

PROFESSIONAL EXPERIENCE continued

Solutions Technologies Inc.; Westchester, CA

Technology Consultant and Trainer

2006-2009

- Provided technology and training solutions for corporate and educational organizations
- Designed, developed, and implemented websites for multiple clients
- Managed and implemented technology services to various corporate and K-12 organizations
- Implemented wireless, remote access, Apple server setups, workstations and other technology solutions
- Provided technology staff with development training for corporate clients and K-12 organizations
- Kept current with emerging technologies and trends to assist in efficient technology implementation
- Implemented cost-effective desktop video conferencing solutions

Ashton Unified School District; Ashton, CA

Senior Software Analyst

2004-2006

- Installed and configured all Global Studies Apple network servers and CD servers
- Implemented and configured network administration and client software
- Managed and maintained employee e-mail accounts
- Provided professional development technology training for administrators, staff, teachers, and students
- Published troubleshooting manuals for teachers and students
- Designed and maintained global studies intranet/internet website for entire district
- Researched and recommended new hardware and software
- Implemented remote access multi-support using Timbuktu Pro and Net Octopus software

District Summer School Technology Coordinator

Summer 2004

- Supervised and trained summer school clerks on attendance software
- Managed daily network activity and connectivity issues with summer program
- Designed and implemented digital forms for payroll and attendance
- Programmed and created summer school attendance reports

Software Technician II

2003-2004

- Designed PowerPoint presentations for multiple training activities
- Analyzed equipment failures to determine cause of problem and possible solution
- Assembled computer training labs for staff, teachers, and students
- Trained teachers, students, and department staff on different types of software programs
- Collaborated on purchase of software and hardware for technology program
- Published training manual for students to troubleshoot Macs
- Designed and implemented yearly equipment maintenance schedule
- Helped troubleshoot and correct software problems experienced by end users
- Installed, repaired, and used variety of video, audiovisual, electronic, mechanical and other equipment

PRESENTATION

Pepperdine, J. (2011, March). *California Technology Assistance Project*. Presentation at Emerging Trends Conference, Chicago, IL

Sample Education Résumé – Functional Format

James Pepperdine

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555-555-5555 • james.pepperdine@pepperdine.edu

OBJECTIVE:

Seeking the Training & Development Specialist position at Company X, where I can apply my teaching and management experience and my educational background in organizational leadership.

EDUCATION:

Pepperdine University, Graduate School of Education and Psychology; Los Angeles, CA

Doctor of Education in Organizational Leadership

June 2013

University of California, Santa Cruz; Santa Cruz, CA

Master of Arts in Education Administration

June 2011

Pepperdine University; Malibu, CA

Bachelor of Arts in Teacher Education

June 2005

TEACHING & TRAINING EXPERIENCE:

- Design customized workshops covering topics such as, *The Future of Education*, for groups of 20-50 educators
- Create interactive presentations, appealing to diverse learning styles
- Provide one-on-one coaching on goal setting and performance improvement
- Present on various leadership topics at national and international conferences
- Train and mentor new employees on job responsibilities and organizational culture
- Receive high satisfaction ratings on teaching evaluations
- Conduct professional development workshops on new technology tools for colleagues and supervisors

MANAGEMENT EXPERIENCE:

- Supervise team of 10-15 employees in multiple job functions
- Create and implement comprehensive performance evaluation process
- Re-vamped hiring process, improving quality and quantity of applicant pool
- Developed three-year strategic plan to support organizational mission
- Set annual sales goals, increasing profit by 20% within first year
- Establish employee incentives to enhance productivity
- Received national award for new managers

EMPLOYMENT:

Store Y; Santa Monica, CA

Manager

May 2009 – Present

XYZ Private School; Los Angeles, CA

Teacher, 3rd Grade

July 2005 – April 2009

SKILLS:

- Computer: Web Design, InDesign, Photoshop, Social Networking Tools
- Languages: fluent in German; conversational Spanish

Sample Education Résumé

Jill Pepperdine

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OBJECTIVE

To obtain an elementary teacher position in which I can apply my classroom management skills, my program development experience, and my passion for working with diverse student populations.

CREDENTIAL

Preliminary Multiple Subject Teaching Credential July 2011

EDUCATION

Pepperdine University, Graduate School of Education and Psychology, Los Angeles, CA
Master of Arts in Education, Teaching Credential June 2011

University of Any School, City, State
Bachelor of Science in Child and Family Development May 2009

PROFESSIONAL EXPERIENCE

ABC Elementary School, ABC School District, City, State
Student Teacher, 3rd Grade January 2011 – May 2011

- Taught all academic core subjects to classroom of 20-30 English language learners
- Implemented goal-setting techniques with students to raise California Achievement Test scores
- Differentiated lessons to all levels of student development, including special education students
- Integrated multi-media tools to enhance learning experience

XYZ Elementary School, XYZ School District, City, State
Student Teacher, 2nd Grade September 2010 – December 2010

- Designed lesson plans and curriculum based on California State Standards and Curriculum Frameworks
- Collaborated with team of 2nd grade teachers to develop grade appropriate activities
- Worked with individual students on core subjects to help achieve their learning goals
- Consulted with resource specialists on strategies for English Language Learners

Any School, School District, City, State
K-8 Substitute Teacher September 2009 – May 2010

- Increased positive student attitudes toward learning by implementing new and engaging activities
- Created additional rules to enhance appropriate behavior
- Consistently recognized by administration for quickly establishing student rapport and effective classroom management

ADDITIONAL EXPERIENCE

Family Resource Center, Los Angeles, CA

Youth Programs Leader

June 2008 -August 2008

- Supervised day camp activities targeting at-risk youth
- Planned and executed programs to foster child development and group affiliation
- Collaborated with on-site psychologists, supervisors, and parents to meet students' needs

SKILLS AND AREAS OF KNOWLEDGE

- Specially Designed Academic Instruction in Education (SDAIE) Techniques
- Positive Management
- Integrated Thematic Unit
- Performance Assessment for California Teachers (PACT)
- California State Frameworks

Sample Education Curriculum Vitae

Jane Pepperdine, Ed.D.

1234 Main Street, Los Angeles, CA 98765
Cell: (310) 555-5555 E-mail: JPepperdine@mail.com

CAREER OBJECTIVE

To obtain a tenure track faculty position in the School of Education at University X, where I can apply my teaching and research experience with ELL programs

EDUCATION

Pepperdine University, Graduate School of Education and Psychology
Doctor of Education in Organizational Leadership May 2006

Dissertation Title: The Intersection of Language and Assessment Policies for English Language Learners in California

Pepperdine University, Graduate School of Education and Psychology
Master of Arts in Education with Teaching Credential December 2003

Any School, City, ST
Bachelor of Arts in Liberal Studies December 1997
Concentration in Asian American Studies

CREDENTIALS

California Professional Clear Single Subject Teaching Credential in English December 2003
Cross-Cultural Language and Academic Development (CLAD) Certification December 2003

TEACHING EXPERIENCE

University of Any, City, ST
Assistant Professor January 2008 – Present

Courses Taught: Second Language Teaching and Learning, Advanced Second Language Literacy, Assessment in Bilingual and Second Language Studies, Language Analysis and Bilingualism, Language/Content Area Instruction

- Plan and teach intensive courses for classes of 20 – 35 students
- Utilize instructional technology to enhance learning experience

University of Any, City, ST
Associate Professor September 2006 – September 2007

Courses Taught: Methods for Language Sensitive Content Instruction, Multicultural Perspectives, Language Diversity in Classrooms, ESL for Children, Schooling in Social Contexts

- Instructed innovative, interdisciplinary team-teaching program for 100 students
- Integrated film and media to demonstrate direct applications of course content

University of Any, City, ST
Adjunct Professor September 2004 – September 2005

Courses taught: Foundations of American Education, Cultural Diversity in Education, Methods for Teaching the ESL Student, Assessment of Linguistically Diverse Students, Teaching English in Bilingual Contexts

- Designed and facilitated pedagogy sessions for groups of 30 – 50 educators
- Presented large lectures and led small group discussions for first-year students on diverse academic topics

TEACHING EXPERIENCE CONTINUED

XYZ High School, City, ST

Student Teacher, 9th/11th Grade English

January 2004 – June 2005

- Collaborated with master teacher to develop effective lesson plans and assessments
- Promoted intercultural awareness and critical thinking throughout semester using lessons and activities that encouraged open dialogue

XYZ Middle School, City, ST

Student Teacher, 7th/8th Grade English

January 2003 – December 2003

- Integrated technology by designing PowerPoint activities in preparation for assignments, activities and lessons
- Stimulated learning by introducing class discussions, literature circles, and group projects
- Graded analytical essays and electronically computed records and attendance

COMMITTEE WORK

University of Any, City, ST

College of Education & Human Development

Member, Academic Policy and Curriculum Studies Committee

2006 – Present

Faculty Advisor, Dean's Student Leadership Advisory Council

2006 – Present

Member, Standing Committee on Technology

2006 – Present

Division of Bicultural-Bilingual Studies

Chair, Curriculum and Academic Studies Committee

2006 – Present

Member, Website Development Committee

2006 – Present

PRESENTATIONS

Pepperdine, J. (2006). "Leaving ELLs Behind in Arizona: New Evidence of the Failure of English-only Instruction and High-Stakes Testing to Improve Education" Faculty Research Forum, Division of Bicultural-Bilingual Studies, UTSA

Pepperdine, J. and Wiley, T. (2005). "Catering to Schools or the Needs of Children? Misappropriations of Accommodations in the NCLB era" American Education Research Association

PROFESSIONAL DEVELOPMENT SEMINARS / TRAINING

The Inquiry Approach with Second Language Learners

Academy for Teacher Excellence

University of Any, City, ST

September 2005

Skills in Developing and Nurturing the Creative Process in ESL students

Academy for Teacher Excellence

University of Any, City, ST

September 2007

GRANT WRITING

Native Language Proficiency of Cambodian American Students

College of Education & Human Development (COEHD), UTSA

Mini-grant: \$1,000

Status: Pending

Research Stipend, Arizona Research Roundtable for Minority Rights in Education

Mini-grant: \$1,000

Status: Funding granted, 2007

RESEARCH EXPERIENCE

California Language Minority Education Research Institute, City, ST

Lead Researcher

September 2003 – June 2004

- Coordinated research and mentoring grants for students and faculty to further minority education initiatives
- Organized annual Roundtable meeting for Language Minority Education Research Institute
- Coordinated and edited publications introduced at Roundtable

Language Policy Research Unit, Education Policy Studies Laboratory, City, ST

Associate Researcher

September 2002 – September 2004

- Conducted inquiries and coordinated study activities of unit researchers
- Designed and prepared content for unit website
- Solicited, edited and efficiently prepared research reports for publication
- Maintained listserv associated with Unit; previewed and edited press releases

PROFESSIONAL MEMBERSHIPS

Teaching English to Speakers of Other Languages (TESOL)

National Association for Bilingual Education (NABE)

American Education Research Association (AERA)

American Association for Applied Linguistics (AAAL)

HONORS / AWARDS

Achievement Award for New Scholars (Nominated)

May 2006

Conference of Southern Graduate Schools

Nominee from University of Any, City, ST

Excellence in Teaching Award

May 2005

Bilingual Education Students Organization, University of Any, City, ST

Outstanding Dissertation Award (1st Place)

January 2005

National Association for Bilingual Education

PUBLICATIONS

Journal Articles:

Wiley, T. G. & Pepperdine, J. (2004). "Against the Undertow: Language Minority Educational Policy and Politics in the Age of Accountability." *Educational Policy*, 18(1), 142-168.

Pepperdine, J. (2005). English Language Learners Left Behind in Arizona: The Nullification of Accommodations in the Intersection of Federal and State Language and Assessment Policies. *Bilingual Research Journal*, 29(1), 1-30.

Book Chapters/Contributions:

Ricento, T. R. & Pepperdine, J. (in-press). "Language Policy and Education in the United States." *Encyclopedia of Language and Education*. New York: Springer Science and Business Media, Inc.

Wiley, T. G., de Klerk, G. & Pepperdine, J. (2005). "Introduction." In D. Ramirez, T. G. Wiley, G. de Klerk, E. Lee, & W. E. Wright (Eds.), *Ebonics in the Urban Education Debate*. Clevedon, England: Multilingual Matters.

Book Reviews:

Pepperdine, J. (in-press). "Review of T. G. Wiley's, (2005) Literacy and Language Diversity in the United States (2nd ed.)." *Bilingual Research Journal*.

Pepperdine, J. (in-press). "Review of R. Freeman's, (2004) Building on Community Bilingualism: Promoting Multiculturalism through Schooling." *Language Policy*.