**NAME
Address Phone - Number - Email Address**

**Education: (see examples below)-If applicable**

List highest-level degree earned to lowest level

* Master of Education in Administrations, University of Texas at El Paso, 2021
* Bachelor of Business Administration in Management, New Mexico State University, 2008
* High School Diploma, Burges High School, 2002 and/or GED, 2001

**Certifications/Licenses: (see examples below)-If applicable**

* Current Texas Certification(s) (SBEC)
	+ Physical Education (EC-12)
	+ Math (4-8)
	+ Counselor (EC-12)
* Food Handlers Card
* Registered Nurse License #

**Experience: (see examples below)**

List all relevant experiences from newest to oldest. Include month and year, position held and location.

* April 2016- Present, Math Teacher, Charles Middle School
	+ Plan and implement lessons for all scholars
	+ Manage classroom routines and behavior
* August 2012-April 2016, Physical education Teacher, Barron Elementary School
	+ Responsible for lesson planning, assessment, classroom management, parent conferences
	+ Communicate Student Behavior and Grades with Parents
* June 2010-August 2012, Cashier, Sam’s Club
	+ Strong product knowledge and understanding of customer base
	+ Issuing refunds and exchanges

**Professional Organization/ Related Skills (optional)**

* TASPA -Texas Association of School Personnel Administrators
* Alumni Association of The University of Texas at El Paso

**References: (see examples below)**

List at least three to include one current or previous supervisor.

* Jill Crossley (Current Supervisor)
El Paso ISD

Director Elementary School Personnel and Recruiting
(915)230-2045

* Mercedes Bauerkemper (Previous Supervisor)
El Paso ISD

Director Middle School and PK-8 Personnel and Recruiting
(915)230-2019

* Christopher Smith (colleague)
El Paso ISD

Director High School Personnel and Recruiting
(915)230-2032.

* Albert Reyes (colleague)
El Paso ISD

Director Support Personnel
(915)230-2042