

Molly Mentor

10 Education Street Ann Arbor, MI 48105

Phone (734) 555-1212

OBJECTIVE

To contribute acquired teaching and leadership skills to an innovative special education instructional program that works to make substantial gains in student achievement.

EDUCATION

Bachelors of Arts *University of Michigan* April 2006

- Psychology, Spanish, and Linguistics
- GPA: 3.63/4.00
- Honors Program
- Member, Psi Chi National Honor Society in Psychology
- Studied and ran a research project at the Universidad Catolia in Santiago, Chile.
- Designed and ran a research project on language and cognition through the Undergraduate Research Opportunity Program and he Department of Linguistics.

PROFESSIONAL EXPERIENCE

Teacher *Teach for America*

Philadelphia, PA Summer 2006

- Responsible for developing and implementing five-week summer school curriculum.
- Attended six research based courses including: Teaching as Leadership: Instructional Planning and Delivery: Classroom Culture and Management: Literacy Development; Learning Theory; and Diversity, Community, and Achievement.

Student Orientation Leader and Information Referral Assistant *Office of New Student Programs*

Ann Arbor, MI March 2004-Present

- Worked in a five-person team to introduce the University of Michigan campus, programs, and resources to groups of 150-170 students.
- Answered questions from prospective and new students of the university and their parents to convey new information and alleviate their concerns.
- Recruited and interviewed applicants to the summer orientation leader positions.

Peer Mentor and Communications Coordinator *University Mentorship Program*

Ann Arbor, MI March 2004-Present

- Organized weekly social/informational meetings with four first-year students and one Faculty Mentor and established individual relationships with each student's to assist with their adjustment to the university.
- Facilitated monthly meetings for a ten-member Peer Core Group and monthly one-on-one meetings with ten Faculty Mentors, troubleshooting with groups when necessary.
- Planned and executed bi-weekly social and academic events for the entire Mentorship Program as part of the Campus Life Committee.

VOLUNTEER EXPERIENCE

Teacher *Rural Education and Development in Guatemala (READ)*

Todos Santos, Guatemala April 2003-August 2003

- Created and implemented a curriculum to teach Spanish as a second language to Mayan-speaking first through fourth graders in two rural elementary schools.

Member, Committee Chair, Club Secretary and Board Member *U-M Circle K*

Ann Arbor, MI September 2003-Present

- Participated in weekly service projects with children, elderly, literacy, environment, hunger, housing, health, and disabilities.
- Maintained contact with community organizations to arrange and site-lead service projects.
- Led a five-person committee in planning weekly social events for members.
- Took minutes at weekly club meetings and board meetings and monthly chair contact with the District and International club levels.
- Worked closely with the rest of the Executive Board to plan weekly meeting and run club meetings, chair meetings, and other large events.

Volunteer *Alternative Spring Break*

Detroit, MI and Boston, MA November 2002-March and November 2005-March 2006

- Helped plan and facilitate a project to teach to teach youth in Detroit Public Schools about non-violence.
- Prepared and delivered meals to the homes of individuals and families living with ODS and other acute life-threatening through Community Servings n Boston.

Conversation Group Leader *English Language Institute*

Ann Arbor, MI January 2003-July 2003

- Tutored Spanish Language and Literature majors and minors for two hours per week.

ADDITIONAL SKILLS

Computer: Command of Microsoft Office programs including Word, Excel, and PowerPoint.

Languages: Fluent in Spanish and Hindu; proficient in Italian.

Dance: Studied Cecchetti Ballet, Tap, Jazz, Hawaiian, Tahitian, East-Indian, and Irish dance styles.

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