

## **April M.I. Last Name**

**Street address**

**City, State and Zip code**

**Phone number**

**Email address**

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### **OBJECTIVE**

Seeking an opportunity to put my love of teaching to good use as an Elementary Teacher with Salt Lake City School District where my dedication and positive attitude are seen as vital to the teaching and studying process.

### **SKILLS**

- Positive attitude, motivated, and organized
- Excellent problem solving skills and conflict management skills
- Exceptional critical thinking, time management, and planning skills
- Experience with public speaking and instructing
- Strong customer service skills and teamwork skills
- Excellent oral and written communications skills
- Strong attention to detail

### **EDUCATION / CERTIFICATION**

Salt Lake Community College, Salt Lake City, UT 1/2012 - present

Currently attending for **Associate of Elementary Education Degree**

Davis Applied Technology Center, Kaysville, UT 10/2007

**Certificate of Typing 53 wpm**

### **WORK EXPERIENCE**

1800 Contacts Draper, UT 2/2010 – 8/2011

#### **Customer Service Representative**

Effectively handled customer orders, handled complaints/inquiries, worked in flexible team setting, and provided customer service to customers.

Salt Lake City School District Salt Lake City, UT 2007-2008

#### **Substitute Teacher**

Taught/educated students, and maintained discipline in classroom.

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GMRI INC

Layton, UT

8/2004 – 4/2007

**Server Trainer**

Provided continuous training to new and existing employees, prepared new materials for curriculum materials, designed and created a new training curriculum, worked in stressful team situations, and maintained department files and records

**AWARDS**

Excellent Customer Service Award

- Given 9 times while working at 1800 Contacts 2010-2011

