

KATIE SOMEONE

111 Street Name, City Name, VA 22601
(111) 111-1111 emailaddress@gmail.com

OBJECTIVE

To gain employment as a Physical Education and Health Teacher at
Frederick County Public Schools

EDUCATION

Teaching Certificate in Physical Education and Health Anticipated: January 2016
Shenandoah University, Winchester, VA

Bachelor of Arts in Media Studies Graduated: December 2005
Minor in Marketing and Concentration in Advertising
Radford University, Radford, VA

RELEVANT EXPERIENCE

Substitute Teacher September 2015 – Present
Fairfax County Public Schools, Fairfax, VA

- Developed classroom management for grades 4th thru 6th
- Administered and implemented lesson plans created by cooperating teacher
- Mentored students to become life-long learners

Head Camp Counselor June 2002 – August 2004
Hemlock Overlook, Clifton, VA

- Supervised and counseled five fellow counselors ages 18 to 24 years old
- Organized weekly schedule of responsibilities and duties for each counselor
- Developed a high return of campers over the course of three years

PROFESSIONAL EXPERIENCE

Director of Administration July 2015 – Present
Rouse Consulting, LLC, Burke, VA

- Managed AcqDemo training project for eleven employees
- Oversaw human resources requirements including confidential records, employee benefits, and insurance coverage
- Manages daily operations, negotiates contracts, acts as the primary liaison between Rouse Consulting's Training staff and Government agencies

Lead Teller September 2012 – July 2015
Well's Fargo, Woodbridge, VA

- Coached eight team members on how to identify and achieve sales opportunities
- Responded to customer inquiries about company policies and procedures
- Analyzed reports and assisted in implementing strategies

VOLUNTEER EXPERIENCE

Coach, Girls on the Run September 2012 – May 2014