

COLLEEN E. REED

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PROFESSIONAL OBJECTIVE To teach in a middle school classroom and continue my education to maximize the use of computers in the classroom.

PROFESSIONAL SKILLS

- *Flexibility
- *Concern
- *Leadership

EDUCATION

OHIO UNIVERSITY Athens, Ohio
Bachelor of Science in Education, June 1995
Graduated with Honors
Area of Concentration: Social Studies
Earned 75% of college expenses
Dean ' s List
Currently enrolled in a Master ' s Degree Program in Education with an Emphasis in Computer Education and Technology at Ohio University
CBEST, February 1997
NTE, February 1998

Professional Experience

January 1999- Present

Substitute Teacher
Ross County Schools, OH

- *Carry-out and create classroom lessons.
- *Instruct students of all ages.
- *Collaborate with teachers to maximize learning.

September 1997- December 1998

Lead Teacher
Interagency Employees Child Care, Chillicothe, OH

- *Instructed toddler age children.
- *Created age appropriate lessons.
- *Supervised and coached several teachers.
- *Communicated daily with parents.

February 1997- June 1997

Second Grade Teacher
Grant Elementary School, San Jose, California

- *Instructed English second language students.
- *Participated in the organization of four corner team teaching.
- *Conducted daily writer ' s workshop.
- *Coached students for Young Author ' s Faire, 1997.
- *Involved in adult/child mentor program.
- *Attended educational workshops.

**November 1996-
January 1997**

Children Development Center Substitute

Alum Rock School District, San Jose, California

- *Assisted teacher in classroom duties.
- *Instructed students alone and in groups.
- *Supervised pupils at recess.

**November 1996-
February 1997**

Volunteer Classroom Aide

Lyndale Elementary School, San Jose, California

- *Tutored Spanish speaking students.
- *Helped with lessons and art projects.

Fall 1994

Student Teacher

McArthur Elementary School, Chillicothe, Ohio

- *Created learning centers, bulletin boards, and educational tools.
- *Communicated with parents and peers to maximize learning.
- *Organized cooperative learning groups.

***OTHER
EXPERIENCE***
**December 1995-
July 1996**

Department Manager

Walmart, Chillicothe, Ohio

- *Provided customer service.
- *Acted as a support manager.
- *Merchandised and controlled inventories.

**February 1990-
December 1995**

Assistant Manager/ Crew Leader

Arby ' s Restaurant, Chillicothe, Ohio

- *Handled customer complaints.
- *Supervised crew leaders and crew members.
- *Trained new employees.

**October 1988-
October 1996**

Patient Administration Specialist

United States Army Reserve

- *Planned and taught skill courses.
- *Maintained soldier records.
- *Supervised soldiers.

INTERESTS

Computing, traveling, collecting, and learning Spanish.