

Gargi Patel
Boston College
Mod 7B
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OBJECTIVE

To obtain a High School English teaching position at an urban school

EDUCATION

Boston College, Lynch School of Education; Chestnut Hill, MA
Bachelor of Arts in Secondary Education and English, May 2003
GPA: 3.67, Dean's List, Golden Key Honor Society
Plan to take February 2003 MTEL

An education resume is generally two pages in length because of the practicum experiences. We advise not going any longer than two pages, therefore experiences much be listed briefly and concisely.

TEACHING EXPERIENCE

Dorchester High School, Dorchester, MA

Full Prac, Urban School Setting

Fall 2002

- Handled two junior English classes (20+ students per class) for a full 12 week term
- Executed creative lessons in high pressure situations: reviewed grammar rules material in game show fashion while the Boston Public School Intervention Team observed
- Participated in parent/teacher conferences
- Attended professional development seminars on ESL inclusion through Boston Public Schools
- Created worksheets, tests, quizzes, and essays in order to assess students; assigned final term grades
- Planned lessons to foster higher level thinking skills; helped students understand that facts and ideas could be the building blocks of larger concepts
- Designed a unit on creative short stories and plugged in vocabulary lessons using varying methodologies to address different learning styles; unit culminated with students writing a short story

Braintree High School, Braintree, MA

Pre-Prac, Suburban School Setting

Spring 2002

- Collaborated with cooperating teacher to grade critical essays for a sophomore English class
- Observed numerous teachers modeling different methods, such as lecture, class discussion, and collaborative grouping
- Lectured on the Russian Revolution as it pertains to Animal Farm
- Tutored students on the writing process, providing insight into what makes good writing disciplinary action when needed
- Recruited, interviewed and hired four new employees for waitstaff positions
- Planned and executed a creative lesson on propaganda using collaborative groups and relating the concept to real life

Dorchester High School, Dorchester, MA

Pre-Prac, Urban School Setting

Fall 2001

- Collaborated with an experienced teacher in a senior English class
- Created and graded worksheets on vocabulary lessons
- Planned and executed a lesson on the historical themes present in The Autobiography of Malcolm X
- Taught critical reading by activating prior knowledge and encouraging close interpretation of text

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Summerbridge Cambridge, Cambridge, MA

Teacher/Counselor

Summer 2002

- Taught and mentored 46 motivated urban 6th and 7th graders in a summer day program
- Implemented creative mathematics lessons on fractions and decimals, often using models, diagrams, and games
- Collaborated to teach a second math class with another teacher
- Met with parents to resolve disciplinary issues

RELATED EXPERIENCE

Cottonwood Café, Boston, MA

Manager

June 2001 – July 2002

- Supervised a staff of forty employees; mediated disputes between employees and took
- Entrusted with large sums of money of up to \$2,000 for deposit
- Inventoried, ordered, and received products on a weekly basis
- Collaborated with owner and other managers to make improvements such as new menu items

Head Trainer

August 2000 – June 2001

- Promoted within three months from waitstaff
- Trained all new waitstaff on Micros (computer system) and products; conducted seminars on food and beverage menu
- Created and maintained training schedule for up to five trainees

ACTIVITIES

Admissions Office, Boston College; Chestnut Hill, MA

Tour Guide

Fall 2000 – Present

- Provide tours for up to 25 prospective students and families, discussing campus life and academics

Appalachia Volunteers, Boston College; Chestnut Hill, MA & Gray Hills, WV

- Raised over \$140,000 for 530 BC students to perform Habitat for Humanity service trips in rural East Coast mountainous locations

SKILLS

- Conversant in Spanish
- PC and Macintosh: Windows, Excel, Word
- CPR, First Aid Certified

Language and computer skills are highly valued in the workplace – include them on your resume.