

First & Last Name

Madison, WI | (239) 297-2471 | email@bc.edu | linkedin.com/name

EDUCATION

Boston College; Chestnut Hill, MA

May 2027

Lynch School of Education & Human Development

- Bachelor of Arts in Applied Psychology & Human Development and Communication | GPA: 3.64

WORK EXPERIENCE

Edison K-8 School; Brighton, MA

January 2024 – June 2024

Student Teacher: First Grade English Language Learners Immersion Classroom

- Redesigned classroom activities under the Sheltered English Instruction model to benefit students of varied English language abilities and varied first languages, including Arabic, Spanish, and Mandarin
- Crafted intentional lesson plans and taught formal lessons in the subject areas of reading, writing, and math with the group of English Language Learners in mind to maximize success of all students in the classroom
- Supervised small group activities and technology projects to ensure students stayed on task and displayed appropriate behavior, providing encouragement and verbal redirection when necessary

Camp Sunrise; Glastonbury, CT

Summer 2021 – Summer 2023

Summer Camp Counselor

- Adapted camp activities for 70 children age 3-21 with a wide range of mental and physical disabilities, to cater to their needs and promote participation and inclusion
- Responded, in collaboration with trained professional staff, to situations requiring the use of PMT holds and CPR to prevent injury to campers and other counselors
- Educated campers on the importance of interpersonal skills such as teamwork and sportsmanship to ensure fairness and enjoyment of activities for all campers

VOLUNTEER EXPERIENCE

The Campus School at Boston College; Chestnut Hill, MA

January 2024 – Present

Creative Kids Program Volunteer

- Partner one-on-one with a student with multiple severe disabilities during a musical therapy session to provide comfort, companionship, and assistance
- Aid other students in the session with physically playing the instruments to generate music, while encouraging the use of adaptive technology and alternative physical actions when an instrument proved inaccessible to participants

Big Brothers Big Sisters of Massachusetts Bay; Boston, MA

September 2022 – Present

Jackson Mann K-8 Volunteer

- Organized in-school activities to build healthy mentoring relationships with two third grade students, while encouraging connections between the students and their classmates

SKILLS

Certifications: PMT, First Aid, CPR, EpiPen Injection Assistance, Seizure Training

Language: Spanish (Conversational)

FIRST & LAST NAME

Atlanta, GA | email@bc.edu | (127) 132-4982 | linkedin.com/name

EDUCATION

Boston College, Morrissey College of Arts & Sciences

Chestnut Hill, MA

Bachelor of Arts in International Studies, Minor in Environmental Studies

May 2025

- **Honors:** Dean's List Second Honors (Spring 2023-Spring 2024) | **GPA:** 3.65/4.00
- **Senior Thesis:** The Limitations of International Energy Transition: Sustainable Development in the Face of Environmental Externalities

INTERNSHIP EXPERIENCE

Massachusetts State Government, Operational Services Division

Boston, MA

Environmental Procurement Intern

Summer 2024

- Served on joint task force between the Operational Services Division and the Executive Office of Energy and the Environment to support its operations and initiatives
- Crafted two different policies and distributed to corporations state-wide, emphasizing and prioritizing the importance of environmentally friendly purchasing within Massachusetts
- Researched the production practices of local and national vendors, inspecting their adherence to state regulations and determining product safety for public use

Environment America

Boston, MA

Global Warming Intern

Summer 2023

- Created social media campaigns across various platforms and circulated petitions through outreach programming to gather public support for current and future relevant bills up for debate
- Managed Environment America social media accounts, crafting daily content to highlight office events and convey office mission to a broad constituency, increasing follower count by 25%
- Published four op-ed pieces to five local newspapers on topics including office programming and current local events focused on environmental wellness and sustainability

LEADERSHIP EXPERIENCE

Appalachian Mountain Club Camp

Boston, MA

Assistant Manager

Summer 2021 – Summer 2023

- Co-founded and maintained an annual adult hiking and excursion camp in various national parks that serves 250 guests during the month of July
- Trained new team members on the logistics of camp management to facilitate the serving of three meals per day, daily transportation to excursions, and provide for essential living needs
- Mitigated crises through collaborative communication and led the coordination of additional staff training to ensure the comfort, safety, and satisfaction of campers in a rugged outdoor environment

Boston College Outdoor Adventures

Chestnut Hill, MA

Wild Eagles Trip Leader

Fall 2022 – Spring 2024

- Led a group of 6-8 first-year students on a week-long adventure program before the semester begins to foster community, connectedness, and personal growth in a fun wilderness environment

SKILLS

Technical: RedCap, Copywriting, Design (Adobe Photoshop, Adobe Illustrator, & Canva)

Certifications: CITI Research & Wilderness First Aid

SAMPLE TEACHER CANDIDATE RESUME

FIRST & LAST NAME

Modesto, CA | email@bc.edu | (899) 897-9111 | linkedin.com/name

EDUCATION

Boston College

Chestnut Hill, MA

Lynch School of Education & Human Development

May 2024

Bachelor of Arts in Elementary Education and Applied Psychology & Human Development | GPA: 3.69

- Honors: Dean's List First Honors (Fall 2022-Spring 2024)

National University of Ireland at Galway

Galway, Ireland

Study Abroad

Fall 2022

LICENSURE

Massachusetts Initial Teacher License, Grades 1-6, pending

- MTEL, General Curriculum – Registered to take March 23, 2024
- MTEL, Foundations of Reading – Passed February 9, 2024
- 51A Mandated Reporter Training – Completed online, January 4, 2024
- SEI Endorsement

Teaching English Language Learners (TELL) Certificate Program, Boston College

- Satisfies Massachusetts guidelines for skills and knowledge for teachers of English Language Learners

PRACTICUM EXPERIENCE

Fourth Grade Full and Extended Practicum Student Teacher

Sept 2023 – May 2024

William H. Macy School

Brookline, MA

- Differentiated class work, homework, and instruction for a diverse range of learners, including English Language Learners and students with IEPs or 504 plans, to maximize student success
- Designed creative projects, such as one where each student planned and taught a lesson of their choosing to the class, to encourage active participation in learning
- Coordinated activities focused on community building, such as a Thanksgiving party celebrating the multitude of cultures represented in the class, to strengthen relationships between classmates, parents, and increase sense of community
- Applied for and received a scholarship from the City of Boston allowing the entire class to spend a day at the Boston Museum of Science, to supplement in-class teaching and to foster an increased appreciation for the study of science
- Collaborated with the fourth grade professional staff team and school principal to plan and implement meaningful lessons, inside and outside of the classroom, to meet Massachusetts curriculum frameworks

Third Grade After-School Science Teacher

Jan 2023 – May 2023

Chauncy Extended Day School

Boston, MA

- Designed and taught an interactive science unit on the basics of force and motion, culminating in a research project competition to build the fastest model car out of common supplies, to apply classroom learning in a practical sense
- Collaborated with other science teachers on campus to create an engaging curriculum to complement in-school instruction and to meet Massachusetts curriculum frameworks

Fourth Class (Fifth Grade Equivalent) Pre-Practicum Student Teacher Sept 2022 – Dec 2022
Scoil Bhride Primary School Galway, Ireland

- Taught basic geography of and culture within the United States through creative programming, such as an interactive game comparing and contrasting the United States and Ireland, to stimulate interest in students' global perspective
- Provided daily assistance one-on-one to English Language Learners during class instruction and individual work time to ensure an equitable learning experience for all students
- Initiated a pen pal program between Scoil Bhride students and Boston students of the same age to foster connection and understanding across international lines

Third Grade Pre-Practicum Student Teacher Jan 2022 – May 2022
The Friendship School Brighton, MA

- Adapted a TERC multiplication lesson to include the use of paper clips as a manipulative to provide concrete representation and therefore heighten topic understanding
- Supported a high-need English Language Learner through intentional lesson planning and assistance outside of class to improve reading comprehension and increase vocabulary

First Grade Pre-Practicum Student Teacher Sept 2021 – Dec 2022
George H.W. Bush Elementary School Newton, MA

- Incorporated music and art into a Social Studies lesson, through projects such as acrostic poem writing and basic songwriting, to encourage engagement with and excitement for class topics
- Read weekly to an English Language Learner to increase vocabulary and ensure continued progress with the rest of the class

LEADERSHIP EXPERIENCE

Resident Assistant Aug 2021 – May 2022
Boston College Office of Residential Life Chestnut Hill, MA

- Oversaw 34 residents in a first year residence hall, directing students in need to appropriate campus resources and guiding all residents through the transition from high school to college
- Coordinated and lead 20 programs per academic year, amounting to 40 programs total, to foster community on the floor and familiarity with campus organizations and services

Freshman Orientation Leader Summer 2021
Boston College Office of First Year Experience Chestnut Hill, MA

- Mentored small groups of 10-20 incoming first year and transfer students during seven, three-day orientation sessions, leading conversations on topics of identity, diversity, campus culture, and informed decision-making
- Presented Boston College's mission, policies, and programs to students and families both interpersonally and in group settings of 900+ to introduce them to campus life

WORK EXPERIENCE

Intern to Director of Development and External Affairs Jan 2021 – May 2021
Center for Collaborative Education Boston, MA

- Researched factors affecting the high school to college transition for students from schools with traditionally low college attendance rates, in order to aid director in targeted program development for this population
- Solicited donations to fund pre-grant research for pilot schools

GRADUATE RESUME

Haley Comet

207.207.2070 • hcomet@bc.edu • New York, NY

EDUCATION

Lynch School of Education, Boston College

Master of Arts in Higher Education Administration. GPA: 3.6/4.0.

Chestnut Hill, MA

May 2026

Dickinson College

Bachelor of Arts in French. Minor in Sociology. GPA: 3.4/4.0

Carlisle, PA

May 2024

Dean's List (Spring 2021, Fall 2022, Fall 2023)

Relevant Courses: Education Law & Public Policy, Introduction to Social Research

RELEVANT EXPERIENCE

Bentley University

Student Conduct Educator

Waltham, MA

August 2024 - Present

- Manage an individual caseload of 65 student conduct cases, including academic integrity and fire safety violations.
- Lead monthly decision-making workshop for 20+ students on academic probation, helping students develop a lifelong framework for making ethical decisions under pressure.
- Refer students of concern to university resources and notify appropriate university staff and administrators.
- Developed and delivered 12 specialized conduct trainings for student populations such as Greek life, athletes, and first year students in collaboration with supervisor.

Dickinson College

Committee Member, Student Conduct

Carlisle, PA

October 2023 - May 2024

- Participated in academic conduct hearings, including sufficient evidence panel work and rationale writing.
- Communicated with reporting parties and respondents to convey expectations and ensure smooth logistical execution of necessary procedures.
- Recommended appropriate conduct sanctions based on evidence with an emphasis on restorative justice practices.

LEADERSHIP EXPERIENCE

Student Resource Center, Dickinson College

Leave of Absence Advisor

Carlisle, PA

September 2023 - May 2024

- Increased student participation in program by nearly 100% in first year.
- Counseled students taking a leave of absence from college – assisted in setting goals, writing resumes, and applying to internships; advised on housing issues and dealing with parents' concerns.

Mentoring Advisor

August 2021 - May 2023

- Co-mentored a group of 8 - 10 first year students for the duration of the school year to promote belonging, self-advocacy, and comfort accessing campus resources.
- Met with students as a group and individually each month to provide advice and emotional support during challenging periods of the college transition process.
- Built community and emotional safety through intentionally designed group activities and discussions.

Carlisle Day Camp

Senior Counselor

Carlisle, PA

Summer 2023

- Planned and led daily morning announcements for 200+ campers.
- Supervised and mentored 3 junior counselors working with the 8-10 age group, modeling leadership and counseling skills.
- Communicated with parents regarding students' medical and emotional support needs.
- Coordinated 4 field trips for 45 campers to local sites, including arranging for transportation, managing payment, and collecting guardian permission slips.

Junior Counselor

Summer 2021, Summer 2022

- Led daily activities for a group of 15 campers aged 8-10, creating a fun, positive, and inclusive environment.
- Organized icebreakers, team-building games, and arts and crafts activities
- Assisted in planning and executing a successful talent show for the entire camp.
- Ensured camper safety during water activities and field trips.