[Sample: *Format* – *Career Transition*]

# James Smith

1234 W James Street, Town Park, IL 60555 555-123-4567 / jsmith@aol.com

## EDUCATION

**Governors State University**, University Park, Illinois

Master of Science in Analytical Chemistry, May 2023 Bachelor of Science in Chemistry, May 2020

 • Initial Illinois Teaching Certificate in Secondary Education

**Moraine Valley Community College**, Palos Hills, Illinois

Associate of Science Degree, Emphasis in Science and Math, 2018

## TEACHING EXPERIENCE

**Town Park High School**, Town Park, IL, August 2022-Present Substitute Teacher (Full-Time)

* Follow daily plan and submit attendance and grades on behalf of permanent teachers in Skyward software
* Promoted to full-time position due to adherence to lesson plans and strong classroom management skills

**ABC High School**, ABC, IL, September 2021-April 2022 Student Teacher

* Taught 160 10th & 11th grade students Honors Chemistry
* Prepared lesson plans and examinations for three units; including Chemical Reactions & Equations, Stoichiometry, and Atomic Theory
* Prepared and conducted eight laboratory experiments with differentiated strategies
* Utilized on-line grading and attendance system to report student progress

## WORK EXPERIENCE

**Diesel-Engine Company**, Chicago, IL, March 2007-October 2018 Manager, EMD Product Support

* Managed a 17-state Midwest territory for Electro-Motive Marine diesel engineer applications including eight employees and two marine dealers
* Increased annual sales from $3 million to $22 million in nine years
* Established two marine dealers to sell and service the product
* Prepared lesson plans and conducted training seminars for the installation and maintenance of the ElectroMotive marine diesel engine

**Central Engine and Equipment, Inc**, Posen, IL, March 1996-March 2007 Vice-President, Operations

* Managed a diesel dealership located in Gary, Indiana, including 28 employees
* Increased annual sales from $1.3 million to $7 million
* Developed and established computerized business management system to operate and monitor all facets of the business
* Prepared lesson plans and conducted training sessions for the installation and maintenance of diesel engine monitoring systems