**KIMBERLY TOWNE**

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**OBJECTIVE:** To obtain a substitute teaching position in the Biddeford School District

**SUMMARY OF QUALIFICATIONS**

* Educated on the essential roles and duties of teachers
* Experienced in applying Common Core and Maine State learning standards
* Works well with others in leadership and supporting roles
* Communicated effectively with peers and advisors
* Completing second year of college in a secondary education program
* Experienced in using technology to further student learning

**RELEVANT SKILLS AND EXPERIENCE**

**Teaching skills/experience**

* Developed life science and biology lesson plans for middle and high school
* Planned lessons to accommodate a variety of student needs
* Taught multimedia mini lesson to third grade students
* Learned to promote diversity and inclusion in the classroom
* Trained coworkers on housekeeping procedures at Nautical Property Management

**Supervisory skills**

* Observed classrooms in all levels of K-12 education
* Studied classroom management techniques
* Led team of 2-3 housekeepers at Nautical Property Management

**Communication skills**

* Presented lesson plans to professors for feedback
* Studied public speaking techniques to give effective presentations
* Addressed high school graduating class and community in valedictorian speech
* Studied professional and technical writing

**Technology experience**

* Developed technology-based mini lesson for third grade students
* Studied the integration of technology in schools
* Demonstrated proficiency using wide range of educational applications and programs

**EMPLOYMENT HISTORY**

* **Nautical Property Management**, Wells, ME

Housekeeping team leader, June-September 2017-2019

**EDUCATION**

* **University of New England**, Biddeford, ME

Second year, Bachelor of Science in Secondary Education, concentrating in Biology, 2019-Present

**VOLUNTEER POSITIONS**

* **Wells Elementary School**, Wells, ME

Teen Trendsetter reading volunteer, September-April, 2018-2019

**REFERENCES:** References are available upon request