

[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 10<sup>th</sup> & 11<sup>th</sup> 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 engine 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 Electro-Motive 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