

Pxxxx Dxxxx Gxxxx

0000-3A 0000 000 Drive • Annapolis, MD 21403 • 410-000-0000 • xxx0000@yahoo.com

EDUCATION:

Candidate for Master of Arts in Modern U.S. History May 2009
Bachelor of Arts May 2007
Major: History, Minor: Philosophy
Overall GPA; 3.4/4.0
Salisbury University Salisbury, MD

PROFESSIONAL/DEVELOPMENTAL EXPERIENCE:

Professional Seminar in History January 2006- May 2007
Salisbury University Salisbury, MD

- Read and reviewed 4 books. Formulating opinions and interpreted sources and techniques of various authors.
- Wrote 5 page reviews of each book and presented and discussed findings.
- Examined extensive primary and secondary research of archives, manuscripts, journals, microfilms, and historical documents.
- Researched and wrote a 16 page paper
- Selected to present research at Student Research Symposium.

Graduate Seminar Courses August 2007-May 2008
Salisbury University Salisbury, MD

- Read and analyzed over 50 books and scholarly works.
- **Wrote (*Choose a number to plug in here*) reviews** and summaries
- Assessed documentation and interpretations.
- Prepared conclusions and critiques for Participation in open discussions.

Substitute Teacher December 2007-Present
Howard County Public School System Ellicott City, MD

- Supervised classrooms of up to 30 students ranging from grades K-12.
- Administered assignments to the students and instructed and edited writing projects.
- Ensured that students remained on task.

Division Supervisor Summers 2005-2006
Columbia Association Summer Camps Columbia, MD

- Promoted from Counselor to Head Counselor in 2001 and to Division Supervisor in 2002.
- Supervised 10 counselors and assigned responsibilities.
- Maintained a safe and enjoyable environment for 90-110 campers ages 5-11.

Assistant Manager September 2004-May 2005
Salisbury University Dining Services Salisbury, MD

- Promoted from Server to Assistant Manager in April 2000.
- Monitored 10-15 employees work.
- Evaluated employees and recommend for promotions and raises.
- Interviewed and collaborated with management team in selecting new assistant managers.

COMPUTER SKILLS:

- Microsoft Word, Microsoft Works, SharePoint, Dreamweaver, FrontPage, HTML

ACCOMPLISHMENTS:

- Member of *Phi Alpha Theta*, the International Honor Society in history Spring 2007-Present