

Sarah White

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CAREER OBJECTIVE

To gain a good working knowledge of teaching and convey an enthusiastic attitude with students.

HIGHLIGHTS OF ACHIEVEMENTS

- ◆ Successfully balanced part time work, study and family commitments while studying.
 - ◆ Won the 1st Year Academic Prize for Science Award at LaTrobe Uni, for being one of the top 10 academic achievers in 2003.
 - ◆ Consistently achieved distinctions or credits in my university degree course.
 - ◆ Wrote and presented a paper to senior delegates of a science convention in my final year of studies at La Trobe University.
 - ◆ Successfully introduced new teaching strategies to under-achieving Year 9 Maths students to encourage student participation and interest, while on field placement in 3rd Year.
 - ◆ Helped coordinate a science mentoring program in 2nd Year between university undergraduates and Year 8 students in secondary school.
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QUALIFICATIONS AND TRAINING

- ◆ Successfully completed a 4 year Bachelor of Education degree at LaTrobe University, Victoria, Australia in 2004
 - ◆ Actively participated in 'Assertive Discipline' workshops at a host school during final year field experience placement in 2003.
 - ◆ Awarded a Certificate 111 in Information Technology in 2003
 - ◆ Have a current Certificate Level 2 in First Aid with St. John's Ambulance Service.
 - ◆ Completed an Equal Opportunity Training Course and Occupational, Health and Safety Certificate in 2004.
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DEMONSTRATED SKILLS AND ABILITIES

Effective Teaching And Classroom Management

- ◆ Have an 'assertive discipline' approach to teaching.
- ◆ Empower students to negotiate classroom policy, rewards and sanctions, with the view to adopting a fair and equitable direction for the group.
- ◆ Carefully observe and communicate with children to develop activities relevant to their immediate interests and needs.
- ◆ Promote the development of social skills by helping children learn to communicate their feelings and to listen to each other.

Planning and Organising

- ◆ Developed lesson plans geared to the comprehension level of junior students.
- ◆ Conscious of the importance of time management both inside and outside the classroom.
- ◆ Assisted fund raising efforts with secondary students to raise money for local charities while on field placement.
- ◆ Developed curriculum materials being mindful of the diverse nature of young people in terms of academic ability and approach to work.

Assessment and Reporting

- ◆ Knowledge of 'Kidmap' - a computer based assessment and reporting program.
- ◆ Participated in a staff in-service on the 'Mandatory Reporting Training Program' at a secondary college.
- ◆ Assisted the classroom teacher with compiling student reports and attended parent teacher interviews.

Cultural Diversity Awareness

- ◆ Worked cooperatively with professionals in a multicultural school environment.
- ◆ Lived and worked for two years in Asia
- ◆ Travelled under challenging circumstances throughout Thailand and India.

Problem Solving Skills

- ◆ Tutored English to Asian students while travelling overseas, being mindful of the many and varied barriers to learning a second language.
 - ◆ Assisted a Year 9 male student at risk of leaving school early, to seek further help with career and employment options.
 - ◆ Introduced a new learning skills program for Year 10 students with the emphasis on achievable success, irrespective of academic ability.
 - ◆ Helped resolve classroom conflicts by identifying points of agreement.
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RELEVANT WORK EXPERIENCE

Field Placement

2004: Everton Secondary College, Hillside

Highlights include:

- ◆ Taught Year 8 Mathematics and Year 9 Science.
- ◆ Assisted senior teaching staff with student training of peer support program.
- ◆ Facilitated many outdoor activities with junior students during a 3-day school camping trip.
- ◆ Helped senior staff with the organisation of school sporting events.

Part Time Employment

2000 – 2004: K-Mart Australia. Greensborough

Highlights include:

- ◆ 4 years experience with customer service in many departments of the store.
- ◆ Cash handling on front registers.
- ◆ Experienced with end of financial year stock take.
- ◆ Trained in correct rotation of stock.
- ◆ Have a flair for setting up in-store displays to promote sale items.
- ◆ Supervised a small team of staff while relieving immediate supervisor who was on leave at the time.
- ◆ Trained in dispatch and receipt of inward / outward goods.
- ◆ Handled challenging customer complaints in a sensitive, confidential manner.

Voluntary Work

2002 – 2004: Lifeline

- ◆ Worked as a telephone counsellor, which included training in the many facets of community counselling.

2000: ABC Child Care Centre

- ◆ Worked as a volunteer in a children's centre during school holidays while studying for my VCE.

REFEREES

Employment

Mr. Phillip Sanders
Manager
K-Mart Australia
Greensborough
Tel: 9435 3344
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Academic

Ms. Tracey Williams
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