

Natalie Lavish

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Career Objective

I am seeking a position as a classroom teacher in a secondary school where I can teach my methods of English and SOSE and contribute towards the curriculum development.

Education

Tertiary

2005: Graduate Diploma in Education
LaTrobe University
Methods: English and SOSE

2001 – 2004: Bachelor of Arts Degree
Monash University
Major: English and History

Secondary

2000: Victorian Certificate of Education
Ringwood Secondary College

Key Skills:

COMMUNICATION SKILLS

- In my employment at Sportsgirl and David Jones, I was consistently required to communicate well with a wide variety of people: customers, buyers, staff and external groups. This required listening carefully to the customers' requests and working towards an outcome that was beneficial for both.
- In each of my teaching rounds, I have developed a positive rapport with my classes. This has been across a range of year levels from 7 – 11. Supervising teachers have highlighted this in the teaching round evaluations and students have sought my assistance outside of class.
- Part of my role at Sportsgirl was to train new staff on specifics of the Eastland store. This involved organising training sessions, modelling good customer service, and providing regular feedback to the new employees

TEAMWORK SKILLS

- On my teaching rounds I was required to work closely with the other teachers in my department. This involved discussing my lesson plans with them, seeking their feedback on what they would recommend and evaluating each class.
- A university assignment for the subject *Learning Skills*, required us to develop a unit of work for Year 10 History students. This was completed in a small group of six and involved each member of the group visiting two schools and interviewing staff.

ORGANISATIONAL SKILLS

- During the past year I have been very disciplined with co-ordinating my full-time study and part-time work. I have been able to prioritise my time so that I can still work two nights a week and submit my assignments by the due dates.
- Last summer a friend and I went to Central Australia. For this trip, I organised our flights and researched and booked our accommodation.

INITIATIVE AND MOTIVATION

- As Assistant Store Manager at Sportsgirl, I take the initiative to go beyond what my job requires. I make sure that I am well versed with floor stock, aware of sales targets and the new season's trends.
- I am very passionate about curriculum development. One of my key strengths is understanding how to relate curriculum to the students so that they are engaged in their learning. I have done lots of research this year into curriculum and would like to make this an area of speciality in the future.

Teaching Round Experience

Round 1: Aquinas College, Ringwood (4 weeks)

English Method: Year 9 English.
Supervisor: Ms Rose Mangham

Responsibilities

- Planned and delivered a series of 14 lessons on the novel *The Gathering*.
- Assessed Creative Folio Piece based on *The Gathering*
- Participated in staff planning for 2006 middle school English texts
- Attended professional development evening for English teachers based on teaching the multiple intelligences

History Method: Year 8 History
Supervisor: Mrs Cathy Raise

Responsibilities

- Researched, planned and delivered a series of 10 lessons for the unit *Medieval Life*
- Assessed A Knight's Life research project
- Assisted with organising activities and costumes for Medieval Day.
- Participated in staff meetings to evaluate *Medieval Life* unit
- Reviewed, in consultation with other year 8 History teachers, possible new History text books

Round 2: Melbourne High, Melbourne (6 weeks)

English Method: Year 9 English
Supervisor: Ms Rachael Morris

Responsibilities

- Researched, planned and delivered a series of 20 lessons for novel The Lord of the Flies.
- Provided instruction for how to write an analytical essay.
- Assessed analytical essay for Lord of the Flies
- Explored with the class the role of the media and their power to interpret events.
- Participated in Parent/ Teacher/ Student interviews.

History Method: Year 11 History VCE Unit 1
Supervisor: Mr Peter James

Responsibilities

- Researched, planned and delivered a series of 15 lessons on the topic The Russian Revolution. This was written in accordance with the requirements for VCE Unit 1.
- Introduced 3rd assessment task, Evaluating Historical Resources
- Delivered a series of 4 lessons teaching the foundations of research method
- Coached Inter-school debating team which won 3 out of their 6 debates
- Participated in History Department staff meetings

Professional Associations

2005: Victorian Institute of Teaching
(Registration pending)

2005: HTAV: History Teachers Association of Victoria

2005: VATE: The Victorian Association for the Teaching of English

Employment

2002 – 2004: Sportsgirl, Eastland. Assistant Store Manager

2001 – 2002: David Jones, Glen Waverley. Casual Service Assistant

2001: Subway, Ringwood East. Kitchenhand and Cashier

Referees

Ms Rose Langham
Aquinas College
Year 9 Co-ordinator
03 9874 6532

Mr Peter James
Melbourne High
Year 11 History Co-ordinator
03 9332 1465

Ms Rebecca Moloney
Sportsgirl Eastland
Store Manager
03 9954 0120

Resume Notes

- Natasha has a retail background but her resume has been specifically targeted to the job advertisement for a secondary school English and History classroom teacher.
- The Career Objective is important because it focuses the employer's mind on Natasha's career direction. It is targeted to the job advertisement.
- In the skills section, list the key skills that the employer will be looking for and provide two or three examples from your background that are evidence that you have the skill. The skills section provides the employer with a snapshot of what you can do.
- By including information about her teaching rounds, Natasha is demonstrating that she has direct classroom teaching experience.
- By joining your relevant professional associations, you are indicating to the employer that you are committed to your profession and to your teaching methods.
- The Employment section has been simplified to let the employer know what she has previously done and where, but it has been kept to a minimum because most of the required information is in the Skills and teaching Rounds sections.
- By selecting two of her teaching round supervisors as referees, the employer is able to discuss Natasha's teaching competencies with other teachers. Wherever possible, select referees who are in the same industry as the job you are hoping to move in to.