

Sarah Mims
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PERMANENT ADDRESS

1306 Arthur Ave. #10
Charleston, IL 61920

OBJECTIVE

To obtain employment as an early childhood teacher, PreK-Grade 2; willing to work as a Reading Specialist/Tutor; willing to sponsor extracurricular activities

EDUCATION

Eastern Illinois University Charleston, IL
May 2010 (projected)

Bachelor of Science in Education
Major: Early Childhood Education
Concentration: Child and Family Services
GPA: 3.9/4.0

Masters of Arts December 2008 (projected)
Major: English (Literary Studies)
Concentration: Creative Writing

University of Montevallo Montevallo, AL
December 2000

Bachelors of Arts
Major: English
Concentration: Performing Arts

**EMPLOYMENT
EXPERIENCE**

Crème de la Crème Alpharetta, GA
Teacher/Lead Teacher February 2001 - July 2004

- Taught, assessed and cared for 2 year-olds on a regular, weekly basis, 4-5 days a week
- Developed and Wrote weekly age-appropriate lesson plans
- Managed Daily Classroom routine and staff
- Maintained Daily written log of child activity and progress for their Parents
- Maintained and managed the selection of classroom supplies
- Developed new and innovative methods to improve rapport between the school and the families
- Voted Employee of the Month February 2004

Riverchase Presbyterian Church Birmingham, AL
Childcare Worker July 1998- December 2000

- Cared for children ages 6 weeks to 3 years during regularly scheduled activities
- Maintained classroom and supply needs
- Supervised children through age 10 for special events

AmSouth Investment Services
Receptionist for Investments 1995-1998
through Kelly Temporary Services

- Worked extended periods of time for the Investments Division at their request
- Performed clerical duties for the regional Investments Departments and their remote representatives
- Maintained files for main & remote offices

Willowbrook Baptist Church 1993 - 1997
Childcare Worker

- Taught 4-5 year olds twice a week as Head teacher, Summer 1997
- Taught 3 year olds as assistant teacher Summer 1996

SKILLS

Computer: Word, Adobe Premiere Elements, Internet Explorer, PC and Mac

ORGANIZATIONS, ACTIVITIES & AWARDS

Registration & Information Desk Volunteer HPEF Conference 2006, Las Vegas
Information Desk Manager Volunteer HPEF Conference 2007, Toronto, On, Canada
Charleston Alley Theatre Participating Member, October 2006 - Present
EIU English Department, Study Abroad at Harlaxton Manor, England, Summer 2005
1997 Award for Contribution to Theatre Department, Snead State Community College

REFERENCES

Available Upon Request