

# John Smith

## Contact

123 W. Main St. #5  
Peoria, IL 60000  
[John.smith22@gmail.com](mailto:John.smith22@gmail.com)  
300-600-1234

## Education

University of Illinois Urbana-Champaign  
July 2012-March 2014  
*Upper-division courses in literature, communication, and theater.*  
GPA: 4.0

Danville Area Community College  
*Earned over 60 credits in toward an Associate's degree*  
GPA: 4.0

## Key Skills

Kitchen equipment and sanitation  
Special diet preparation  
Conflict resolution  
Creative and academic writing  
Mentoring  
Inventory, order, and stocking  
Leadership in theater troupe

## Objective

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation

## Experience

Resource Room Worker • Education Justice Project  
July 2012-March 2014  
*Assisted students with library needs, assisted tutors with tech support, conducted library circulation work, kept rooms cleaned and well organized*

Teaching Assistant • Adult Basic Education, State of Illinois  
Dec 2015-Dec 2016  
*Tutored students in basic literacy and numeracy for the Test of Adult Basic Education, graded student work, and maintained student records.*

Special Diet Cook • State of Illinois  
1997-2015  
*Operated commercial ovens, fryers, steam pots, and other equipment, prepared special diets, served meals in high capacity cafeteria*

## Publications and Awards

"Rhetorical Listening" (essay) Intertext, 2014  
"Practicing Openness in Prison Education: A Collaborative Inquiry Into Empathic Pedagogy and the Politics of Compassion in Writing Center Practice." College Composition and Communication Conference, 2014  
Prison Writing (essay). College Composition and Communication Conference, 2014  
Martha Webber Creative Nonfiction Award, 2013.  
Education Justice Project Creative Writing Award in Poetry, 2012

## References

Maggie Jones, Associate Professor of Sociology  
University of IL-Springfield  
[j.ones@gmail.com](mailto:j.ones@gmail.com) 600-300-4000

Fred Thomas, General Manager  
Smith Foundation  
1323 Main St., Peoria, IL 60000  
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# Alexis Williams

123 Main St., Chicago, IL 60000 | 312-555-5555 | [petersmith@gmail.com](mailto:petersmith@gmail.com)

## Experience

University of Illinois

### ESL INSTRUCTOR

2011-2014

- Served as a volunteer ESL instructor in Danville, IL to provide a much needed ESL class in the community
- Developed and taught lesson plans and activities in a multi-instructor class.
- Shared instructor responsibilities with 7 other instructors in a class of 10-12 students twice a week for a total of six hours with beginner-intermediate students
- Taught reading and writing for communicating effectively in personal and workplace settings.
- Provided corrective language feedback on oral and written production.

University of Illinois

### CHICAGO/COMMUNITY ANTI-VIOLENCE EDUCATION (CAVE)

2011-2014

- Helped design and implement a peer driven anti-violence program that empowers incarcerated men through mentoring, education and character building to return to their communities as peace makers.

Danville Correctional Center (Clinical Services)

### GUEST SPEAKER/SUBSTANCE ABUSE INSTRUCTOR

2011-2014

- Designed and presented lessons relating to substance abuse prevention to students at Danville Correctional Center

### PEACEFUL SOLUTIONS EDUCATOR

2010-2011

- Designed and presented lessons focused on peaceful solutions for conflict resolution

## Education

GOVERNOR'S STATE UNIVERSITY

JUNE 2016

- Bachelor's Degree in Interdisciplinary Studies

CARL SANDBERG COLLEGE, GALESBURG IL

2000-2001

- Associate's Degree in General Education
- Business Management Certificate
- GPA: 3.38

CERTIFIED ASSOCIATE'S ADDICTION PROFESSIONAL CERTIFICATION

2012

## Skills

- Fluent in Spanish and English
- Microsoft Word, Access, Excel, PowerPoint