

Curriculum Vitae

For Specific Searches, The Longer Curriculum Vitae (“CV”) Is Used



WHEN IS A CURRICULUM VITAE (C.V.) APPROPRIATE?

A C.V. is a comprehensive, biographical statement (generally two, three or more pages) emphasizing your professional qualifications and activities. A C.V. is typically used in the following instances:

- Applications for admission to Graduate or Professional Schools.
- Teaching Positions in Elementary or Secondary School
- School Administration (e.g., elementary or secondary principals; elementary or secondary assistant principals; heads of schools; coordinators/supervisors; assistant superintendents; superintendents)
- Higher Education positions in teaching, research, and administration
- Institutional research and consulting.
- Applications for some internships.
- Independent consulting in a variety of settings.
- Proposals for fellowships or for grants

What Is Usually Included In a C.V.?

Heading Name, address(es), and phone number(s), including area code(s).

Education Listing of earned academic degrees beginning with the degree in progress or most recent degree earned (for most of you, this will be your B.A.). Include: name of institution; city and state; degree type (B.A., B.S., M.A., etc.) and area of concentration (Mathematics, Biology, Political Science); month and year degree was (will be) received.

Certification(s) List all areas of certification relevant to the position; include: type; year received.

Honors Or Awards Receipt of competitive scholarships, fellowships, assistantships, etc.; Dean's List recognition; names of scholastic honoraries; teaching or research awards.

Relevant Experience Listing of positions (part-time, full-time, temporary and permanent) which relate to the type of work sought. Include: department/firm/agency/organization; complete name; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. Usually you will list these with most recent experience first (i.e., reverse chronological order).

Other Experience Groupings of kinds of other experiences (including volunteer work and/or internships) can enhance your C.V. Your experience can also be broken into other categories such as: "Teaching,; Counseling, Administration, Volunteer, Community, Internship (in reverse chronology).

Grants Received Include name of grant; name of granting agency; date received; title or purpose of research project.

Professional Associations Memberships (with dates) should be listed for current (or recent, if relevant) memberships in national, regional, state, and local professional organizations, and any significant appointments and/or elections to positions or committees in these associations.

Publications Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, etc. that you have authored or co-authored; for people in fine arts areas, this can include descriptions of recitals, art exhibits, etc.

Presentations Give titles of professional presentations (using the format appropriate to your particular academic discipline); name of conference or event; dates and location; if appropriate in your discipline, can also include brief description. Also list any professional workshops you have conducted here. Presentations should be listed in reverse chronological order.

Recent/Current Research (If applicable) Description of research projects recently conducted or in progress: type of research, purpose, etc.

Institutional Service This includes names of institutional committees you have served on (including any offices held), student groups you have supervised, special academic projects you have directed, etc. Note: usually this is a category that only becomes relevant after you have obtained a position in academia and gained some related experience.

Courses Taught Once you have obtained a teaching position, you will often list the names of courses you have taught, institution and dates where taught, and brief course descriptions.

Community Involvement Volunteer work, church work, community service organizations, etc.

Travel Names of countries, dates, purpose (typically, only include this if relevant to the position/grant for which you are applying).

Qualifications Or Skills A summary of particular or relevant strengths or skills which you want to highlight (typically, this is not included as a separate section, but addressed in other sections; occasionally, however, it may be appropriate, e.g., to list special computing or language skills).

Two-Page Curriculum Vitae: Counselor Education

Marge Simpson

476 Springfield Drive, Jacksonville, FL 32224
904-123-4565, msimpson@yahoo.com

CAREER OBJECTIVE:

A school counseling position, which would allow me to use my education and experience to facilitate individual and systemic changes in academic improvement for all students.

EDUCATION:

University of North Florida, Jacksonville, Florida
Master of Counseling Education, K-12 (Expected graduation, December, 2012)
(CACREP and State Approved Program) Current GPA 4.0

Springfield International University, Springfield, MA
Bachelor of Arts, Sociology, Minor: Psychology (May, 2010) GPA 3.5

CERTIFICATION:

State of Florida Statement of Eligibility, Three-Year Temporary Teaching Certificate, Social Science, grades 6-12 (Expires, December, 2012)
Florida Teacher Certification, School Guidance (grades K-12), expected December, 2012

COUNSELING EXPERIENCE:

University of North Florida Counseling Center, Jacksonville, FL
Counseling Internship (August, 2010 - present)

- Conduct individual self-improvement and issue-oriented counseling sessions.
- Assist in classroom and staff development lessons on topics such as self-harm, suicide, drug and alcohol abuse, bullying, 504 plans, truancy, learning disabilities, and discipline.
- Perform research on legal and ethical issues in the school setting, utilizing information from Federal court cases for use in staff development presentations and School Counselor responsibilities.
- Conduct staff development presentation on teacher/parent/student communication.
- Research, analyze and present findings on data for FCAT reading scores compared with discipline referrals and absentee rates for Yulee Middle School.
- Develop a complete guidance program for implementing a new absenteeism policy. Roles for school staff, administration, students, resource officer, parents and community members are identified including data analysis of results to document improvement in academic success at Yulee Middle School.
- Conduct individual counseling and classroom guidance lessons for Career Planning utilizing Internet resources for career exploration.
- Create and deliver power point guidance presentations to high school students as well as parents on College Planning and Financial Aid.
- Participate in parent nights at both the middle and high school level.
- Provide student training for accessing individual grades, scholarship information, college applications, high school course planning, and financial aid applications.
- Develop, plan and implement a High School Career Fair featuring 25 career representatives.

Easton Christian Academy, Fort Lauderdale, FL

Guidance Counselor/Dean, (June, 2004 - February, 2005)

- Conducted all student counseling and parent/student/teacher conferences in disciplinary situations.
- Developed student intervention plans, offer student referrals to specialist services.
- Conducted all psychological testing evaluation reviews, conferences and student educational planning meetings.
- Designed school-wide reward/discipline system for students in grades 4K-6th.
- Reviewed, edited and approved content for student code of conduct book
- Conducted teacher/staff training in counseling, problem solving, communication and effective student behavior management.
- Served as substitute music teacher, produced school wide Christmas program.

TEACHING EXPERIENCE:

St. Johns County School District,

Substitute Teacher (September, 2005 – December, 2006)

- Performed short and long-term substitute-teaching responsibilities as needed at the elementary, middle and high school levels.

RELATED TRAINING AND EXPERIENCE:

- Julington Creek Elementary, Fruit Cove Elementary/Middle and Durbin Creek Elementary, Jacksonville, FL *Classroom, tutor, and PTA volunteer*
- Hope Pregnancy Center, Ft. Lauderdale, FL *Crisis counseling training and volunteer*
- Probation Advocate Program, Lake County, IL *Counselor Advocate*
- Lake County Juvenile Probations, Lake County, IL *Crisis Hotline training and volunteer*

PROFESSIONAL DEVELOPMENT:

- Resume, Letters of Recommendation and Job Correspondence Training, UNF, Jacksonville, FL (March, 2011)
- Solution Focused Brief Counseling, First Coast Counseling Association, Jacksonville, FL (February, 2011)
- BEACON Volunteer Financial Aid Program Training, Duval County School District, Jacksonville, FL (January, 2011)
- High School Showcase, St. Johns County, FL (January, 2011)
- NACAC College Fair, Jacksonville, FL (September, 2010)

PROFESSIONAL ORGANIZATIONS:

American School Counselor Association, Member
Florida Counseling Association, Member
First Coast Counseling Association, Member

OTHER WORK EXPERIENCE:

Sales Counselor, Westminster Woods on Julington Creek, January, 2007 – present;
Owner, American Interiors – Home Based Business, 1997 – 2005
Owner/operator, Kids-At Play Daycare, 1996 – 1998
Pharmaceutical Representative, Bristol Meyers Laboratories, 1995 – 1996

Three-Page Curriculum Vitae: Educational Leadership

Stanley Marsh

Work:

The Universal Academy
1150 South Lane Avenue
Jacksonville, FL 32205
(904) 123-2837

Residence:

324 Apple Lane
Jacksonville, FL 32224
(904) 555-1252
Email: janderso@yahoo.com

ACADEMIC DEGREES

University of North Florida, Jacksonville, FL

M.Ed. in Educational Leadership, (NCATE and State Approved Program), April 2012

B.A.E in Social Science Secondary Education, (NCATE and State Approved Program), May 2009

American Christian College, Jacksonville, FL

B.R.A. in Christian Education December 2003

CERTIFICATIONS

State of Florida Professional Educator's Certification – Social Science (Grades 6-12) – Expires June 30, 2014
(Certificate #910324)

Florida Association of Christian Colleges and Schools Associate Professional Certification – Secondary History
– Expires August 19, 2012

Florida Association of Christian Colleges and Schools Professional Certification – School Administration –
Expires August 25, 2014

TEACHING EXPERIENCE

Sebastian Middle School (St. Johns County Public Schools), St. Augustine, FL

6th Grade Social Studies (Teacher-In-Residence), 8/07 - 5/08

- Planned and executed innovative social studies lessons using interdisciplinary thematic unit planning
- Maintained proper classroom management and classroom atmosphere that was conducive to learning
- Created and taught lessons while being individually mentored by a national board certified master teacher

The Potter's House Christian Academy Elementary & Middle School, Jacksonville, FL

5th Grade Teacher & 7th Grade World History Teacher, 7/05 - 5/07

- Designed and implemented instructional activities in a variety of academic subjects
- Selected, and implemented instructional materials that were both student relevant and stimulating
- Assessed student achievement through a variety of instruments
- Utilized unconventional methods and tools to increase student motivation to learn

Daniel Memorial, Inc. (Florida Department of Juvenile Justice), Jacksonville, FL

Independent Living Counselor and Live-In Instructor, 4/04 – 9/05

- Supervised, trained and counseled adolescent youth in individual and group settings
- Tutored, tested and evaluated students on various independent living modules
- Served as the on-site residential monitor for all program participants

ADMINISTRATIVE EXPERIENCE

The Potter's House Christian Academy Upper School, Jacksonville, FL

Principal (Grades 7-12) 4/07 – Present

- Assist the school administrator with establishing, developing, maintaining and enforcing policies and procedures for all components of the school program
- Develop and direct the clinical supervision program of the school
- Insure that the spiritual and academic objectives of the upper school are met by day-to-day supervision, including planning, goal setting, quantitative assessment etc.
- Evaluate, recommend, and select curricula and establish curricula objectives, as well as conduct curricula assessments
- Develop and coordinate upper school fund raising activities, including grant writing, private solicitations, and general donations
- Insure that the upper school comply with all accrediting and governmental requirements

Dean of Students and Activities Coordinator, 6/05 - 7/06

- Created, maintained and enforced guidelines relating to the school's discipline program
- Designed, developed and directed various extracurricular activities, chapel services, athletic programs and fund raisers
- Worked with parents to resolve conflicts and issues as they related to students discipline and/or other students matters

Memorial Hospital of Jacksonville, Jacksonville, FL

Weekend Team Leader – ER Registration, 5/04 – 12/05

- Scheduled weekend registration staff to cover 24 hour shifts and supervised 6 to 10 workers per shift
- Coordinated improvement plans to efficiently and expeditiously register patients with ER nurses and doctors
- Trained and orientated new staff within the department
- Handled patient and clinical staff complaints and concerns regarding registration associates

RESEARCH INTERESTS

- Disproportionate Placement of African American Students into Special Education Programs
- Culturally Responsive Pedagogy (Teacher Preparation for Minority Students)
- Strategies for Gifted and Talented African American Students
- High Performing Urban Schools

PROFESSIONAL EDUCATIONAL CONFERENCE PARTICIPATION

1st Annual Urban Education Expo / Expo of Best Practices in Urban Schools – Florida International University, Center for Urban Education Excellence – November 11-13, 2009 – Miami, FL

Florida Association of Christian Colleges and Schools (FACCS) Teachers' and Administrator's Conference - Fall 2007, 2008, 2009-Orlando, FL

Abeka Curriculum Conference, Summer 2004, 2006
Pensacola Christian College - Pensacola, FL

Southern Association of Colleges and Schools (SACS) Regional Summer Conference, 2008- Tampa, FL

Bob Jones University Press Curriculum Conference, Summer 2008
Bob Jones University - Greenville, SC

COMMUNITY SERVICE

Project Reach – Mentor for “at-risk” middle and secondary students

Kappa Alpha Psi Fraternity Incorporated - Jacksonville Alumni Chapter
Member, Community Service Committee

Sunday School Teacher, The Potter’s House Christian Fellowship Church

Volunteer Director, Community Education Program, The Potter’s House Christian Fellowship Church

PROFESSIONAL ASSOCIATIONS

Member, Association for Supervision and Curriculum Development (2008 – Present)

Member, National Council for the Social Studies (2007 – Present)

Member, American Association of Secondary School Principals (2007 – Present)

Member, Florida Association of Christian Colleges and Schools (2003 – Present)

Member, Christian Schools of Duval County (2003 – Present)

HONORS AND AWARDS

Recipient of St. Johns County Public School Teacher-In-Residence Internship Award (through the University of North Florida) (2006-2007)

Dean’s List, College of Education & Human Services, University of North Florida (Summer 2005 - Spring 2007)

Minority Teacher Education Scholarship Recipient (Fall 2005 – Spring 2007)

Outstanding Teacher Award - The Potter’s House Christian Academy Elementary School (2004-2005)

Two-page Curriculum Vitae: Human Services

OVER A. CHIEVER
2828 Mountain Lane
Foothills, CO 80202
(303) 432-1567

EDUCATION:

UNIVERSITY OF NORTH FLORIDIA
Bachelor of Arts: Psychology
GPA: 3.7/4.0
Psychology Student Research Award (1989)
Senior Thesis: Effects of Pronoun Gender on Comprehension and Retention of Prose

Jacksonville, FL
May 2012

HONORS AND AWARDS:

Boettcher Scholar
Dean's List, 4 years

2011-2012
2008-2012

PROFESSIONAL ASSOCIATIONS:

Student Member, American Psychological Association
Psi Chi Psychology Honor Society (President, 1991-92)

2010-2010
2009-2012

RELEVANT EXPERIENCE:

Psychology Tutor
Psychology Department, University of North Florida
•Provided individual tutorial assistance to students in General Psychology course
•Assisted with preparation for laboratory exercises for students in several psychology classes
•Scored student quizzes under supervision of professor

Spring 2012
Jacksonville, FL

Research Assistant
Professor B. S. Skinner, University of North Florida
•Helped develop coding system for behavioral assessment of 8-year-olds
•Tested 40 research participants for ability to complete various motor tasks
•Assisted with data analysis using SPSS-X

Fall 2011
Jacksonville, FL

Research Assistant
Professor Ann A. Freud, University of North Florida
•Used PSYCLIT to search psychological literature on dreams in adolescents
•Assisted with development of coding system to analyze content of reported dreams
•Interviewed 8 research participants and collected dream report data

Spring 2011
Jacksonville, FL

Internship
Department of Social Work, El Paso County, Colorado
•Assisted with intake interviews for applicants to County Drug & Alcohol Counselling Program
•Co-facilitated group counselling sessions for clients in the Program
•Prepared reports on clients' progress in Program and in meeting self-developed goals

Fall 2010
Colorado Springs, CO

OTHER EXPERIENCE:

Head Lifeguard

Panama Beach State Park,

- Successfully executed saves of drowning victims
- Handled media contacts effectively
- Scheduled and supervised three assistant lifeguards

Summer 2011
Panama Beach, Florida

Shift Manager

Pizza Hut, Inc.

- Organized job assignments for five shift-work employees
- Supervised and motivated employees
- Controlled cash operations and closed out register at night
- Computed weekly inventory and prepared new stocking orders

Summer 2010
Colorado Springs, CO

PUBLICATIONS:

Skinner, B. S., & Chiever, O. A. (1997). Comparisons of shoe-tying, gum-chewing, and line-cutting behaviors in tall vs. short children. Journal of Behavioral Measurement, 235, 100-101.

Freud, A. A., & Chiever, O. A. (1996). Chewing gum imagery in dreams of 12- to 14-year-olds. Bulletin of Visual Imagery While In REM Sleep, 12, 1000-1045.

PRESENTATIONS:

Chiever, O. A. (1996, April). Development of coding method for the analysis of image types in dreams of adolescents. Paper presented at the Undergraduate Consortium for Psychological Research, New Mexico State University, Las Cruces, NM.

SPECIAL SKILLS:

- Skilled user of SPSSX analytical software
- Programming ability in FORTRAN and PASCAL
- Familiarity with “Manuscript Manager: APA Style” software

LEADERSHIP:

Member, Psychology Department Advisory Board

2011-2012

- Advised Department members on student opinions and activities
- Participated in Departmental decisions concerning faculty and curricular issues
- Participated in search for new Psychology Department member

Captain, University of North Florida Soccer Team

2008

- Led the team in performance statistics
- Motivated and encouraged players
- Assisted in planning of game strategies