

Kimberly Towne

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OBJECTIVE

To teach students how to learn beyond the classroom and to willingly seek out new information.

SUMMARY OF QUALIFICATIONS

- Educated on essential roles and duties of teachers
- Works well in leadership and supporting roles
- Experience developing lesson plans using Common Core and Maine State learning standards
- Completing second year in Secondary Edu. major
- Communicates effectively with peers and advisors
- Experience using technology in the classroom to engage, enhance, and extend student learning

EDUCATION

University of New England, Biddeford, ME (*August 2019 - Present*)

- **Degree:** B.S. in Secondary Education with a Biology concentration and Writing minor
- **Academic standing:** 4.0 GPA, Dean's List all semesters
- **Education courses:**
 - Exploring Teaching
 - Curriculum & Assessment
 - Diversity Issues in Schools
 - Supporting 21st Century Learning Through Technology
 - Exceptionality in the Classroom
 - Education Law
 - Teaching Secondary Science
- **Biology courses:**
 - Intro to Ecology and Evolution
 - Intro to Cellular and Molecular Biology
 - Anatomy & Physiology I
 - Anatomy & Physiology II
- **English/Writing courses:**
 - English Composition
 - Professional & Technical Writing
 - Creative Nonfiction
 - Read & Write in a Digital Environment

WORK EXPERIENCE

Katie's Cleaning Service, Wells, ME (*May 2021 - Present*)

- **Position:** Residential cleaner
- **Duties:**
 - Cleans client homes and rental properties
 - Manages own cleaning supplies and equipment
 - Works in teams of 2-3 cleaners or independently as needed

Nautical Property Management, Wells, ME (*June - August, 2017 - 2019*)

- **Position:** Housekeeper and team leader
- **Duties:**
 - Supervised and worked with 1-2 housekeepers at a time
 - Taught housekeeping procedures to new employees
 - Interacted with guests, coworkers, and employers in a professional manner

VOLUNTEER HISTORY

Wells Elementary School, Wells, ME (*September 2018 - May 2019*)

- **Position:** Teen Trendsetter volunteer
- **Duties:**
 - Read assigned books with 1-2 first grade students
 - Instructed students by following lesson plans for assigned books
 - Helped students focus on completing worksheets and other activities
 - Managed student behaviors in loud and crowded environments