

NEIL NEW DIRECTION

61 Versatile Avenue
Boston, Massachusetts 02100
617/ 000-0000

OBJECTIVE: Entry-level position in Human Resources.

EDUCATION: JHU STATE COLLEGE BOSTON, MA

Dec 84

Bachelor of Science in Education cum laude

Major: Elementary Education Minor: Social Welfare

EXPERIENCE: VMN ELEMENTARY SCHOOL BOSTON, MA

Sep 86
to
present

Grade Six Teacher

- Wrote and implemented Science curriculum.
- Designed Student Council program.
- Presented materials to School Committee.
- Conducted meetings with professional and educational colleagues.
- Representative to state convention for Boxford Teachers Association.
- Authored monthly parent correspondence.

KJM & COMPANY

BOSTON, MA

Sep 84
to
present

Security Assistant

- Responsible for daily security operations.
- Directed departmental safety and loss prevention systems.

FTE SCHOOL

BOSTON, MA

Sep 85
to
Jun 86

Grade Seven Teacher

- Taught Math, Science, Social Studies.
- Organized school athletic programs.
- Implemented extra-curricular activities.

YMCA

BOSTON, MA

Jan 83
to
Jun 84

Program Director

- Oversaw daily functioning of after-school daycare program.
- Supervised staff of summer daycare programs.
- Coordinated overall management of 90 children enrolled in program.

EDF MARKET

BOSTON, MA

Sep 79
to
Sep 82

Manager

- Managed 50 employees.
- Handled employee-management relations.
- Maintained financial records.

REFERENCES FURNISHED UPON REQUEST.