

NYCTF Sample Resume

FREDDIE FELLOW

589 Third Ave, Apt 7 • Bronx, NY 10453 • 347-555-8231 • janeellow@email.com

RELEVANT EXPERIENCE

NYC Teaching Fellows

June 2018 - Present

Teaching Fellow

Bronx, NY

- Receiving a Transitional B certificate to teach **[Subject]** from [University] after completing summer pre-service training in August 2017.
- Participating in a rigorous training program focusing on continuous feedback and practice-based learning.
- Receiving field training specializing in serving [high-need populations] at [School Name].

Tutor Time

September 2015 – June 2017

Volunteer Tutor

Bronx, NY

- Tutored 6th grade bilingual students in English reading in a rigorous after-school program in Washington Heights.
- Supported eight students reach grade-level reading proficiency over course of school year.
- Tailored mini-lessons for each student to improve skills based on their school results and individual needs.

PROFESSIONAL EXPERIENCE

Rock Star Operations Group

April 2014 – June 2017

Office Manager

Bronx, NY

- Managed seven program associates, created individual professional development plans, and conducted regular one-on-one meetings to discuss progress and opportunities for growth.
- Created programs advising fifteen local community groups on the impact of real estate development, and ensured associates had skills and ability to effectively serve as a resource for the community.
- Reviewed current real estate development plans and made recommendations to companies regarding improvements to align with the community's goals.

Neighborhood Books

June 2012 – June 2014

Shift Supervisor

Bronx, NY

- Created and implemented data-driven sales tracking systems, ensuring all resources were effectively allocated.
- Created public events and managed programming and social calendar, furthering neighborhood arts and culture.
- Increased customer satisfaction on 2013 year-end surveys by 12% as compared to previous year.

EDUCATION & SKILLS

Great Students University

September 2008 – May 2012

Bachelor of Science

Rochester, NY

- Major: Biology. Minors: Spanish and Psychology, including coursework in childhood development and educational psychology.

Skills & Languages

Proficient Spanish speaker. Film photography/videography experience.