

# Jane E. Doe

[E-mail Address]

[Street Address]  
[City], [State] [ZIP]

[Work: Phone Number]  
[Home: Phone Number]  
[Cell: Phone Number]

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## Education

- Master of Administration, Seattle Pacific University, Seattle, WA 2008
- Professional Certificate, Pacific Lutheran University, Tacoma, WA 2005
- Education Certification, Central Washington University, Ellensburg, WA 1995
- B.A., English, Central Washington University, Ellensburg, WA 1994
- B.A., Spanish, University of Washington, Seattle, WA 1993
- A.A., Olympic College, Bremerton, WA 1989

## Administrative Experience

**Administrative Intern-** [Name] High School, [City], [State] 8/2007-Present

**Acting Assistant Principal** 01/2007-7/2007

**Dean of Students-** [Name] High School, [City], [State] 8/2006-6/2007

- Performance as Dean, Intern and Acting Vice Principal
  - Administrate all aspects of HS disciplinary action Extensive experience with suspension process
  - Personally intercepted, confiscated and processed multiple drug/drug related suspensions
  - Apprehended and suspended students for weapons possession
  - Employ knowledge of [Name] School District School Board Policies and Procedures
  - Coordinate with [Name] County probation officers on issues related to student probation, as well as Becca petitioning
  - Work closely with Building SPED staff including: IEP's, Manifestations, and Staffing
- Academic & Program and Vision Related Experience
  - Administrate WASL Spring, 2008
  - Plan, facilitate and present at staff meetings as member of administrative team 2006-2008
  - Coordinate school events: Picture retakes, Foreign Language Students, etc. 2006-2008
  - Supervise co-curricular activities in administrative capacity 2006-2008
  - Coordinated WASL 2006-2008
  - Facilitated Recognition Breakfast 2008
  - Create Student Learning Plans and act as Facilitator 2006-2008
  - Participate as Literary Circle Member 2002-2008
  - Lead Literary Circle Team 2007
  - Served as Accreditation Team Member 2007-2008
  - Manage as Site-Based Management Team Member 2007-2008

## Building Level Collaboration/Committees – [Name] Secondary School

- Parent, Teacher Conference Team member 1998-2001
- Content and Grade Level Team Member 1999-2001

## Additional Building Level Leadership Experience: [Name] Secondary School

- Event Manager: worked with Athletic Director. as well as ASB in events facilitation 1999-2001
- World Language Department Chair 1999-2001
- Site-Based Management Team Member 1999-2001
- Baseball Coach- [Name] Junior High, [Name] Secondary School 1995-2001

## District Level – [Name] School District

**Off-Campus, Spanish Specialist** 1999-Present

- Instructional Materials Committee 2007-2008
- Budget Development Team Member 2008

- World Language Essential Learning Committee 2002
- Instructional Materials Committee 2007-2008
- Textbook Adoption Committee 2003
- World Language Essential Learning Committee 2002

**Teaching Experience**

- Spanish Teacher-** [Name] School District 1995-Present
- Utilized TPRS instruction at [Name] Junior High, [Name] Secondary and [Name] High School
  - Initiated, planed and traveled with 18 students to Spain 1998
  - Nominated Sally-Mae New Teacher of the Year, [Name] Junior High 1996

**Professional Development**

- Star Protocol 2005-2008
- Reid Technique Spring 2007
- Diversity Training, University of Puget Sound 2006

**Professional Memberships**

- AWSP 2007-Present
- National/Washington Education Association (NEA/WEA) 1996-Present

**Other Experiences**

- Fished 18 years in the Bearing Seas as a commercial fisherman
  - Captain F/V Sutherland Summer 2004-2005
  - Crew Chief/Engineer FV Sutherland Summer 1995-2003
  - Crew Chief, FV Cormorant Summer 1992-1994
  - Crew Chief, FV Trinity River Summer 1990-1992
  - Crew member, Cape Trinity Summer 1987-1989

**References**

[Name], [Position], [School/Institution Name] office [phone number]  
 [Name], [Position], [School/Institution Name] office [phone number]  
 [Name], [Position], [School/Institution Name] office [phone number]  
 [Name], [Position], [School/Institution Name] office [phone number]  
 [Name], [Position], [School/Institution Name] office [phone number]

**What Can You Expect?**

**Regard:**

“I give Jane my highest recommendation possible for the position of school administrator.” [Name], [Position] [School/Institution Name]

**Fit:**

“Jane is a natural for secondary level administration.” [Name], [Position] [School/Institution Name]

**Leadership:**

“I believe that Jane possesses the professional and interpersonal skills that qualify her as an excellent educational leader.” [Name], [Position] [School/Institution Name]

**Discernment:**

“Jane is a dedicated individual who does not substitute what is right to do for what is convenient or comfortable. She has tackled many a problem head on, including some high profile discipline cases where expert judgment and care were to be exercised. In every case, a positive outcome was achieved.” [Name], [Position] [School/Institution Name]

**Predictable:**

“In my more than thirty-four years as a teacher and administrator, I have met few people who possess the drive, knowledge, common sense, and affability that Jane displays on a daily basis.” [Name], [Position] [School/Institution Name]

**Experience:**

“I am convinced that it is Jane’s expertise in such varied areas that makes her unique among all administrators I have encountered in my twenty eight years of teaching.” [Name], [Position] [School/Institution Name]