



STEVEN SMITH, M.A.

HISTORIAN : HISTORY TEACHER

— *Practiced in historical research, writing, and teaching methodologies* —

Passion for historical research, writing, and teaching, combined with undergraduate and graduate degrees in history. Strong knowledge of professional historical principles, concepts, methodologies, and techniques. Demonstrated outstanding communication skills while conversing with clients and students in person, telephonically, and via written on- and off-line channels. Adept in teaming with highly diverse individuals from varied cultural backgrounds; intermediate skills in French and emerging skills in Russian.

PROFESSIONAL EXPERIENCE

Superior Academics – Honolulu, HI
Teacher – 2009-present : **Teaching Assistant** – 2007-2009

Teacher of record for Hawaii history and economics courses, acting as the primary resource for instructors and students as they complete courses to complement in-school or home school curriculums. Facilitate frequent communications with parents and students, utilizing instant messaging, email, and telephonic consultations to field queries and support academic progress. Review and grade assignments, providing constructive feedback on opportunities for enhanced comprehension. As a teaching assistant, graded assignments for world, Hawaii, and American history; economics; current events; U.S. government; geography; and social studies courses.

- Drove a 98% pass rate in all courses—starting in the first month of employment—by closely monitoring each student’s progress and augmenting coursework with additional tutoring and support.
- Demonstrated exceptional skills in working with a highly diverse group of students from all cultural and socioeconomic backgrounds; supported as many as 600 students globally.
- Review courses to ensure historical accuracy and update materials to reflect new and enhanced content; actively facilitate 150+ self-paced courses for advanced, typical, and remedial learners.
- Prepare presentations for delivery during virtual school symposiums with the International Association for K-12 Online Learning, taking the opportunity to share programs and best practices.
- Join forces with a small department committee focused on strengthening organizational effectiveness and intradepartmental cooperation; work closely with peers out of a centralized teaching center.
- Recently invited to serve on the State Accreditation Board, involving working with a committee to add state accreditation to already-received national accreditations.

Judge Advocate General – Honolulu, HI
Office Automation Assistant – 2002-2008

Provided research, trial preparation, paralegal, and office administration support to seven Labor Division attorneys on the Air Force Base, working exclusively with civilians on a base with one of the largest civilian population in the Air Force. Prepared database listings to archive closed files, ensuring complete and accurate recordkeeping, to facilitate ease of retrieval. Provided direct assistance to clients by answering inquiries, notarizing documents, and producing Power of Attorneys and Last Will and Testaments.

- Managed an extremely high-volume workflow, conducted research and analysis, and reviewed case law.
- Researched and authored informative pieces for the base’s newsletter publication.

Additional experience as a part-time Legal Assistant with the office of Peter Jones P.C. in Honolulu, Hawaii from 2002 to present. Meet with clients, draft legal documents, conduct legal research, and create professional correspondence with judicial and legal authorities. Maintain an organized and efficient office setting.

EDUCATION

Master of Arts in History
University of Hawaii – Honolulu, HI (2008)
Phi Alpha Theta National History Honor Society

Bachelor of Arts in History
City University – Honolulu, HI (2002)
College Newspaper Editor in Chief; Honor Roll

Provisional Teaching Certificate
World History, U.S. History, Hawaii History, U.S. Government, Economics, & World Geography

1 First Avenue ▪ Honolulu, HI 12345 ▪ 555.123.4567 ▪ name@email.com