

Steven Smith
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EDUCATION

University Of Hawaii

Master's Degree - 5/2008

Honolulu, Hawaii US

GPA: 3.45 out of 4.0

Major: History

42 Semester Hours

Relevant Coursework, Licensures and Certifications:

- Member of Phi Alpha Theta, the national historical honor society
- Completed several courses over historical research, writing, along with the application of historiographical information into both research and writing
- Completed training over the utilization of primary and secondary resources for research

City University

Bachelor's Degree - 5/2002

Honolulu, Hawaii US

GPA: 3.29 out of 4.0

Major: History

132 Semester Hours

PROFESSIONAL PUBLICATIONS

- Regular publication of Air Force legal issues in the base newspaper
- Publication in JAG newsletter *Legalease* covering current federal and state laws and legal reviews

WORK EXPERIENCE

Superior Academics

3/2009 - Present

History Teacher

- Teacher of record for Economics and Hawaii History
- Work closely with students, parents, and school proctors to ensure student success
- Serve on state accreditation board
- Answer course material questions for students and assist in their understanding of the subject
- Prepare presentation proposals for Virtual School Symposiums with International Association for K-12 Online Learning
- Serve on department committee focusing on strengthening departmental progression and intra-departmental cooperation
- Actively review courses to update material and guarantee historical accuracy

Private Law Office

5/2002 - Present

Legal Assistant

- Primary legal assistant to solo-practitioner
- Duties and responsibilities include drafting of legal documents, legal research scheduling of client/attorney appointments, court dates, and deadlines
- Proficient in both Westlaw and Lexus
- Correspond and work with judges, government officials, trustees, court clerks, and clients for resolution of cases
- Prepare and organization of files to be stored for future access

Superior Academics

7/2007 - 3/2009

History Teaching Assistant

- Duties included grading assignments for World, Hawaii, and American History, Economics, Current Events, U.S. Government, Geography, and Social Studies courses
- Answered subject matter questions for students through online chat or telephone
- Reviewed and researched curriculum to provide reports on inaccuracies and possible improvements