

**Ralph M. Riddle**  
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## Career Profile

A highly skilled, talented and professional special education teacher with more than seven years of diverse experience in the mentioned field. Looking for a challenging position to utilize my skills and proficiency in a renowned organization.

## Professional Strengths

- Possess excellent verbal and written communication skills
- In-depth knowledge of learning processes and procedures
- Possess good presentation and organizational skills
- Good motivator and ability to solve problems independently
- Possess logical and critical thinking
- Ability to develop and manage curriculum activities
- Ability to present and deliver the learning process effectively

## Professional Experience

School, City, State 20XX – 20XX  
Position Title

- Designed and implemented curriculum and multi sensory lesson plans for different subjects
- Responsible for conducting meetings to review and evaluate teaching methods
- Coordinated with teachers to explain different curriculum activities for students
- Assessed children who have short and long-term learning difficulties
- Supervised staff and helped with students personal requirements
- Generated and incorporated special learning strategies for students with learning disabilities in areas like self-questioning, cognitive behavior modification rehearsal and review, organization, modeling and memory strategies
- Informed parents about their children's progress and participated in the formulation of educational programs

School, City, State 20XX – 20XX  
Position Title

- Created individualized educational plan for each student with goals and objectives
- Handled behavioral problems of students and fostered positive behavioral patterns

- Provided trainings to students with more severe disabilities like cooking, self care and shopping
- Handled the tasks of hiring para-educators, teachers and professional staff
- Provided in-service training that focuses on the requirement of teachers and students

School, City, State  
Position Title

20XX – 20XX

- Handled the tasks of preparing materials for instruction
- Responsible for recording grades for different pupils
- Taught students to improve their behavioral patterns by using different methods and instructions
- Served as a liaison among principals, teachers and staff representatives
- Handled requisition and budget plans
- Conducted meetings and assessed the abilities of students
- Collaborated with school administrators, teachers and parents in designing and implementing educational plans for students

### **Workshops and Trainings**

- Attended seminars on standard education
- Member of Georgina Association of Elementary school teachers

### **Educational Summary**

- Bachelor of Arts in Behavioral science, BMVR College of Arts, Georgina 19XX
- Master of education in Special education, Georgina university, 19XX

### **Reference**

Available upon request