EMILY LEYBA (123) 456-7890

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**EDUCATION**

* Tarleton Model for Accelerated Teacher Education (TMATE)

Master of Education in Curriculum and Instruction

* Certification in Core Subjects EC-6

Tarleton State University, Fort Worth, TX **August 2018-Present**

* Bachelors of Arts in English

Minor in History

Tarleton State University, Stephenville, TX **Graduated May 2016**

**RELATED EXPERIENCE**

* Pizza Hut **November 2013-Present**

***Assistant Manager****,* Stephenville, TX 76401

-Team work

-Keep order throughout the store

-Conflict resolution

-Provide effective customer service

-Ensure a safe environment and follow effective safety procedures

* Cypress Creek Church **August 2011-December 2012**

***Children’s Ministry Worker****,* Wimberley, TX 78676

-Lead Bible lessons on a weekly basis

-Provide coordinated lessons and activities

* Peer Assistant Leadership and Service (PALS) Program **August 2011-May 2012**

Wimberley High School, Wimberley, TX 78676

-Assist children in planned activities

-Read books to students as assigned by the Assistant Principal

-Participate in small group lessons

WORK EXPERIENCE

* Pizza Hut **November 2013- Present**

***Assistant Manager***

-Maintain fast, accurate service and positive guest relationships

-Provide positive guest experiences and consistent quality product

-Ensure employee and guest safety

-Assist profit and loss management by following company procedures

-Recruit, interview, hire, and train new team members

-Follow company standards and maintain the store and equipment using a preventative maintenance program

-Use effective time-management

-Conduct performance appraisals and team building exercises

* Self-Employed **August 2008- August 2012**

***Childcare Provider***

-Help the children with their homework

-Keep order in the house

-Mediate and resolve disputes between the children when as necessary

-Consult with parents about the needs of the children and respond to questions and concerns as they come

**\*References provided upon request.**