EMILY LEYBA (123) 456-7890

123 TSU Lane msleyba123.weebly.com

Stephenville, TX 76401 leyba.emily@gmail.com

**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.**