Christina M. Wooten

molliemajere@yahoo.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2203 S. Vine

Muncie IN, 47302

(765) 729-5178

**EDUCATION: Bachelor of Arts, Ball State University,** Muncie IN

 Major: English Creative Writing. July, 2008

**EXPERIENCE: Muncie Community Schools,** Muncie IN

 Substitute teacher, Dec. 2010-present (& Sept. 2004-2008)

* Teaching grades K-12 when needed
* Following strict lesson plans

 **St. Mary’s Edupro Academy,** Seoul, South Korea

 Teacher, March 2009-July 2010

* Taught kindergarten and elementary students English as a second language, as well as other subjects in the English language
* Creating lesson plans and helped develop the curriculum for students
* Grading and making report cards

 **Ball Memorial Hospital,** Muncie, IN

 Secretary for seasonal project March 2006-July 2006

* Creating mailers through computer data entry programs
* Money collections and deposit

 **Hotel Roberts**, Muncie IN

 Server & Front Desk Secretary, June 2002-Oct. 2006

* BANQUETS: serving guests, taking orders, set-up and break down of events
* FRONT DESK: greeting guests, making reservations, answering phones, check-in & check-out, etc.