Christina M. Wooten

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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.