

Lisa Lippe
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PERMANENT ADDRESS

16797 S. Haven Ave.
Orland Hills, IL 60487

LOCAL ADDRESS

930 Lawson Hall
Charleston, IL 61920

OBJECTIVE To obtain a position as an elementary teacher

EDUCATION **Eastern Illinois University** Charleston, IL
Bachelor of Science in Education May 2010
Major: Elementary Education
Concentration: Science
Certificate Type: 03 (Grades K –9)
Overall GPA: Major GPA:

Moraine Valley Community College Palos Hills, IL
Associates of Arts, *Summa Cum Laude* June 2008
President's List all four semesters GPA: 3.9/4.0

PROFESSIONAL EXPERIENCE **Cardinal Bernardin School** Orland Hills, IL
Observation Spring 2008

- Learned various instructional methods
- Participated in class exercises

Fernway Park Elementary School Orland Park, IL
Observation Fall 2007

- Learned various instructional methods
- Participated in class exercises

EMPLOYMENT EXPERIENCE **Newman Center** Charleston, IL
Receptionist September 2008-present

- Answered telephones
- Greeted parishioners
- Made copies
- Updated directory
- Strengthened communication skills

St. Elizabeth Seton Church

Receptionist

Orland Hills, IL

June 2004 - August 2008

- Answered telephones
- Greeted parishioners
- Created Baptismal Certificates
- Made copies
- Created booklets for various events
- Strengthened communication skills

SKILLS

Computer: Power Point, Microsoft Word, Internet Explorer, Netscape Navigator, Webpage Creation
Very hard working

ORGANIZATIONS

Phi Theta Kappa (International Honor Society) member

AND

EIU Education Scholars member

ACTIVITIES

Transfer Student Panel Discussion

Special Olympics Family Festival volunteer

Student Education Association Member

Arcola Science Fair volunteer

2008 Greeks Community Trick-or Treating Event volunteer

REFERENCES

On request