

Laura Sadowski

**Professional Experience**

*CNA/CMA August 2009 - December 2012*

* Administer medications or treatments, such as catheterizations, suppositories, irrigations, enemas, massages, or douches, as directed by a physician or nurse.
* Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
* Apply clean dressings, slings, stockings, or support bandages, under direction of nurse or physician.
* Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
* Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
* Feed patients or assist patients to eat or drink.
* Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, and standing, walking, or exercising.
* Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.

English First Language School Daqing Heilongjiang China

*ESL Teacher May 2008 - April 2009*

* Initiate, facilitate, and moderate classroom discussions.
* Evaluate and grade students' class work, assignments, and papers.
* Prepare course materials such as syllabi, homework assignments, and handouts.
* Teach writing classes.
* Maintain student attendance records, grades, and other required records.
* Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
* Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.
* Assist students who need extra help with their coursework outside of class.
* Maintain regularly scheduled office hours to advise and assist students.
* Compile, administer, and grade examinations, or assign this work to others.
* Collaborate with colleagues to address teaching and research issues.
* Participate in cultural and literary activities, such as traveling abroad and attending performing arts events.
* Participate in student recruitment, registration, and placement activities.

*ESL Teacher June 2005 - January 2006*

* Left Daqing EF to care for family member going through chemotherapy.

Future English School Benxi Liaoning China

*ESL Teacher May 2003 - December 2004*

* Collaborate with other teachers or administrators to develop, evaluate, or revise kindergarten or elementary school programs.
* Confer with other staff members to plan or schedule lessons promoting learning, following approved curricula.
* Establish and communicate clear objectives for all lessons, units, and projects to students.
* Establish and enforce rules for behavior and procedures for maintaining order among students.
* Signed six month contract.

**Education**

Bethel College North Newton Kansas United States

*Social Work, December 2012 (Bachelor’s Degree)*

* Gaining a heightened awareness of the social inequality and social justice issues that are often behind personal issues and problems. Personal and family problems frequently reflect larger public issues – ways to identify and begin to remedy those issues. Social work rests on the liberal arts as a foundation for understanding humans in the context of their social, cultural and economic environment. The liberal arts also helped develop skills necessary to be an effective professional social worker: oral and written communication skills as well as the ability to think analytically and synthesize information from a variety of sources. Practicum placement within a hospital and nursing home.

Hutchinson Community College Newton Kansas United States

*Education, May 2008 (Associate Degree)*

* An academic degree conferred by the two-year college after the prescribed course of study had been successfully completed. High GPA, reached placement on Dean's List.

Berean Academy Elbing Kansas United States

*High School, June 1992 (High School Diploma)*

**Additional Skills**

* I was a pre-school teacher from 2001-2003 in Newton, Kansas.
* I have completed the ESOL examination for the TKT: Young Learners from the University of Cambridge with a Band 3 (out of 4).
* I also completed the 40 TEFL certificate with an ‘A’.

**References and verification can be presented upon request.**