

MICHAEL J ARNDT

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OBJECTIVE

Highly motivated History graduate with strong communications skills, coachability, detail-oriented, and a strong desire to begin a career as a Social Studies Teacher

EDUCATION

Master of Arts in Humanities Education (In Progress)

Grand Canyon University, Phoenix, AZ

Expected Graduation January 2024

Bachelor of Arts in History

Augustana College, Rock Island, IL

GPA: 3.6

May 2021

WORK EXPERIENCE

Substitute Teacher

Consolidated High School District 230

February 2022 – June 2023

- Stepped in for absent teachers in emergency and planned absences.
- Took responsibility for the execution of lesson plans and classroom management.
- Maintained classroom control and discipline using strong communication skills.
- Covered various subjects, including English, Mathematics, History, and Science across different grade levels.
- Demonstrated flexibility and adaptability in handling unexpected situations or last-minute changes.

Public Works

The Village of Mokena, Mokena, IL

May 2018 – August 2023

- Assisted in the acquisition and donation of food to the local food pantry.
- Helped organize and participated in the annual Mokena Village cleanup day.
- Operated potentially dangerous equipment safely and in accordance with company policy.
- Helped train 2 other summer help employees.
- Aided heavy machine operators by measuring cuts needed for the job site.
- Maintained government property to the standards of the local officials.
- Responsible for locking up valuable equipment at the end of the workday.
- Helped organize equipment needed for the job site and drove crew to work site.
- Prioritized tasks to make sure the work site was done in the correct order to maximize efficiency.

Checker/Food Clerk

Jewel-Osco, Orland Park, IL

December 2016 – May 2018

- Operated cash register to accurately ring up customers' grocery orders.
- Responsible for tendering multiple forms of payment while ensuring customers experienced a friendly, efficient checkout process.
- Interacted with a high-volume of customers in a fast-paced environment ensuring that all their grocery shopping needs were met.

Courtesy Clerk

Jewel-Osco, Orland Park, IL

June 2016 – December 2016

- Responsible for bagging groceries, providing carryout service, checking prices, and gathering shopping carts from the parking lot.
- Ensured that customers had a clean store to shop in by cleaning restrooms and cleaning up spills.
- Provided customers with exceptional customer service.

Concession Staff

The Village of Mokena, Mokena, IL

April 2015 – June 2016

- Responsible for serving food and beverages from the concession stand to guests.
- Ensured a safe and sanitary working area.
- Performed cleaning duties as required.
- Responsible for proper payment and day end balance.

ACTIVITIES AND VOLUNTEER EXPERIENCE

- Teacher, Student – Amos Alonzo Stagg High School, 2023
- Coach, Chess Team – Amos Alonzo Stagg High School, 2023
- Teacher Practicum – Victor J. Andrew High School and Carl Sandburg High School, 2022 and 2023

- President, Augustana College Chess Club – Augustana College, Fall 2020-Spring 2021
- Volunteer, Mission Trips to Jarabacoa, Dominican Republic – April 2016 & March 2017
- Member, Pi Sigma Pi Social Studies Honors – Lincoln-Way High School
- Manager, Baseball Team – Lincoln-Way East High School, 2014, 2015, and 2016
- Volunteer, One Kingdom Volunteer Program – 2014, 2015, 2016, and 2017
- Teacher, Vacation Bible School – Hickory Creek Church, 2016 and 2017

COMPUTER SKILLS

- Proficient in Office 365: MS Word, MS Excel, MS PowerPoint, MS OneNote, OneDrive, and Teams.
- Proficient in Google Drive: Docs, Sheets, Slides, and Forms.
- Proficient in Linux Terminal, Windows Command Line, and Proxmox Servers.