

JESSICA CLAIRE

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Summary

Corporate Trainer / English Instructor with approximately 5 years experience training students in a variety of different international settings as evidenced in my experience section. Professional, experienced, flexible with proven group management ability and a large set of transferable skills . Adept at facilitating language learning and group management. Looking to transition into a long-term career in a stable company as most of my experience has been 6-12 month long contracts, which were all completed successfully. Experience working with a variety of people as well as performing administrative duties.

Highlights

- Time Management
- Communication
- Consistency
- Able to adapt easily
- Open-minded
- Expert at task allocation

Experience

Aviation English Instructor, 09/2015 to 01/2016

Podium – Phoenix, AZ

- Successfully trained air traffic controllers so that they could achieve and maintain ICAO level 4 language requirements
- Organized classes around topics such as pronunciation, structure, vocabulary, fluency, comprehension and interaction
- Utilized other teaching methodologies to help aid in the above mentioned items

Corporate Trainer, 05/2015 to 09/2015

Podium – Lehi, UT

- Responsible for running the entire English training program at this resort
- Taught intermediate level students hotel-related English so that they can communicate with guests better
- Increased the overall use of English by Thai staff at this resort.

Corporate Trainer, 05/2015 to 09/2015

Keiser University – Sarasota, FL

- Facilitated and encouraged staff learning of hotel-related English
- Encouraged use of language through the communicative method
- Taught a wide variety of staff from customer service to engineers at the facility

Defense English Instructor, 2015 to 04/2015

Keiser University – Tampa, FL

- Teaching the American Language Course (ALC) curricula from the Defense Language Institute (DLI).
- Worked with a diverse staff to reach lesson objectives.

English Instructor, 10/2013 to 04/2015

Aspire Public Schools - Stanislaus County – Modesto, CA, Saudi Arabia

- Teaching adults English via Interchange books.
- Assisting students with their use of the English Learning Lab.
- Providing writing, reading, speaking, listening and conversation based classes.
- Corporate Training.

Corporate English Trainer, 06/2013 to 09/2013

King-Chavez Neighborhood Of Schools – San Diego, CA, Thailand

- Teaching Staff (Food and Beverage, Banquet Managers, Kitchen Staff, Cleaning Staff Engineers, etc.) English.
- Teaching using Beginner Level Materials.
- Focusing on basic conversation, speaking, writing, grammar and pronunciation skills.
- Helped to improve customer relations by providing solutions to problems within the hotel.

Corporate English Trainer, 05/2013 to 10/2013

Department Of Defense – March Air Force Base, CA, Thailand

- Teaching Staff (Sales, Supervisors, Sales Coordinator, Accountants, IT, Technicians etc.) English Teaching using Beginner Level Materials and also a projected version of the Speak Out CD which allows students to learn via many different ways. Focused on basic conversation, speaking, writing, grammar and pronunciation skills. Helped solve problems with reception who have to talk to clients on a daily basis.

English Instructor, 11/2012 to 05/2013

Brainy House Language School – City, STATE

- Teaching ages 5-35.
- Teaching Writing, Reading, Speaking, Listening, Phonics etc.

English Teacher, 04/2012 to 10/2012

Suratthani 2 High School – City, STATE, Thailand

- Teaching Intensive English to High School level students.
- Developing lesson plans and power point slideshows.
- Providing conversational English to students in CEP classes.

Tutor, 2011 to 05/2011

American English Institute – City, STATE, USA

- Assisting International Students (Saudi Arabia, China) with English Helping with Reading/Writing/Grammar Helping with Oral Proficiency and Proper Study Techniques Providing assistance with homework on a 1x1 basis Assisting ESL teacher with lessons in a Classroom Setting.

Waiter, 08/2003 to 07/2008

ICM Restaurant – City, STATE

- Seating guests

- Taking orders in a high volume, high quality seafood restaurant

- Waiting tables

- Performing cleaning tasks

- Performing all duties required of a waiter

Education

Bachelor of Science: Major - Anthropology / Minor - Business, 2011

University of Oregon - Eugene, Oregon

Anthropology Business

Interests

Jogging Basketball Track Physical Fitness Traveling New Cultures Education Family Friends Learning Football Movies Music