**Adam Kaley**

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| Qualifications Summary |  |
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Skilled communicator with broad-ranging international experience in education and content creation as well as an extensive commissioned sales background.

* **Leadership & Mentoring:** Exceptional management skills, oversight of staff and students, development of company procedures, public speaking and lectures, works well with clients and staff of varying age groups and backgrounds. Takes initiative to mentor colleagues and customers, with positive results.
* **Sales & Marketing:** Proven experience in commissioned sales for well-regarded corporations including Sunglass Hut and Macy’s; consistently held top seller position in such roles. Skilled writer, adept at developing marketing content, experience creating events page in Japan with ~1K followers and two websites (travel and academic).
* **Key Strengths:** Outstanding verbal and written communicator with a talent for innovation and public speaking. Worked as professional editor for international publications. Proficient in Microsoft Office Suite, web design, and video/image editing; basic programming proficiency.

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| Education & Professional Development |  |
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**Master of Arts in Adult Education**, 2012

Western Washington University, Bellingham, Washington

**Bachelor of Arts in Sociology**, 2008

Western Washington University, Bellingham, Washington

**CELTA in EFL/ESL** **English Language Teaching to Adults**, 2010

International House, Bangkok, Thailand

**Publications & Presentations**

Getting the Job: Public Speaking Skills for English Language Learners

Educational Theory, Practice and Techniques for Language Teachers

Moving Towards Student Centered Classes and Intrinsically Motivated Students

Sited as editor for several publications, including research papers, textbooks and self-help manuals

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| Professional Experience |  |
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Inlingua Singapore, Singapore

**Head of English Department** (2019 – 2020)

Manager, advisor and teacher. Support and oversee daily activities of nearly 20 teachers. Liaison with staff, front desk and students to ensure everyone's needs are being met. Assess and place incoming students, develop effective teaching methods/curriculum and ensure a high intake of students. Development of company procedures, including efficiency and organization. Liaison with textbook editors and clients to build personalized curriculum. Delegate student reports and teaching assignments. Oversight of staff scheduling. Ensure high client satisfaction rates.

*Selected Contributions:*

* Created and implemented weekly meetup for students to build cohesion among different classes.
* Created and implemented biweekly staff lunch to discuss students, techniques and teambuilding.

UCSI International School, Springhill, Malaysia

**IB Design and Film Teacher** (2018 – 2019)

Classroom teacher of MYP 1- 3 Design and DP1 Film. Created curriculum in accordance with IB standards. Served as assistant homeroom teacher, boxing/kickboxing, basketball, and football coach. Helped develop after-school news team and Eco school club in addition to standard classroom responsibilities.

Asia University, Tokyo, Japan

**University Lecturer** (2017 – 2018)

Design and taught English classes to freshmen in preparation for studying abroad in the US. Serve as Chairman of Textbook Committee, liaising with publishers and English faculty to determine reading lists and order materials.

*Selected Contributions:*

* Elected to lead Textbook Committee within first year in recognition of expertise and ability.
* Consistently earned outstanding student satisfaction rates for classes designed from scratch and taught using interactive learning methods.

Asia Pacific University, Beppu, Oita, Japan

**University Lecturer** (2014 – 2017)

Developed and taught a wide range of curricula for domestic and international, including Business English, IELTS-based Academic Writing, and hybrid TOEFL courses; coached and assessed students on regular basis. Wrote and presented workshop on student motivation and student-centered teaching methods, mentored colleagues, and taught staff English classes.

*Selected Contributions:*

* Served as coach and judge for International Case Competitions in Business English classes.
* Designed extraordinary amounts of new curriculum, independently and together with colleagues.
* Earned extremely high student satisfaction scores.

*Additional 5 years’ experience as educator in Japan, Laos, and Thailand as well as 3 years in commissioned based sales for Sunglass Hut, Macy’s and Bellingham International Airport*