# Position: English Language Instructor Team Leader

I am a highly proven instructor, coordinator& curriculum developerwith a proven track record of managerial integrity and effectiveness. Students and instructors alike look to me for leadership, counseling and help. Communication is key and my approach to instruction and leadership are the same: lead by example, gain trust, communicate clearly and work tirelessly for the team.

I am patient, culturally sensitive and motivated to go the extra mile to help students and instructors achieve. I have created and delivered a highly effective curriculum for a technical trainer’s college, designed and implemented the Air traffic component of an aviation English program in Afghanistan, and mentored inexperienced English instructors which ultimately improved Tests scores by 50% over the course of 1 year. I also successfully implemented a volunteer English Language program for the Mongolian Expeditionary Task Force which was instrumental in improving morale amongst students charged with the duty of securing a volatile Zone in the heart of Kabul.

# Experience

## English Language Trainer/Team Leader (GDIT) Mar 2016 to present Dhahran, KSA

* Lead a team of 6 Instructors as part of a larger contract led by Blue Force
* Assisted in the creation of a foundation course that has improved the number of students making it through the course by 40% in the last quarter alone

## Electrical English Instructor & Curriculum Coordinator (GIZ/TTC) August 2015 to March 2016 Riyadh, KSA

* Taught a full class load while successfully implementing a curriculum for the Electronics and Electrical technology department including the research and development of 3 trimesters of curriculum
* Led a team of 6 instructors to create the remaining 3 trimesters of curriculum

## English Language Trainer/VCO (B3H) Dec 2014 to Aug. 2015 Dhahran, KSA

* Contributed to an increase in test scores by 57% over the course of 6 months
* Assisted the academic manager with information management

## TESOL Teacher-Trainer (Times Media) Aug 2014 to Dec 2014 South Korea

## Administer The California State University-Long Beach Intensive TESOL program in analysis and integration of current and past trends in Educational psychology as well as methodology, language skills and systems.

## Students were professional language instructors at the primary, secondary and tertiary levels.

## Sr. Training and Development Specialist (Raytheon) July 2013 to July 2014 Afghanistan

* Created a unique mentoring program that dramatically improved native instruction which contributed to a 50% improvement in ALCPT scores
* Led a Professional development ATC English program for various private contract and DLI employees

## Literacy and Language Developer (GDIT /ABM) Dec 2010 to July 2013 Afghanistan

* Successful implementation of a Voluntary English language program for Mongolian soldiers charged with the duty of securing the base. It greatly improved morale which led to a security success rate that was the envy of NATO
* Contract oversight and dissemination of essential data determining Literacy levels of Afghan National Security Forces
* Led a team of 6 employees making sure documentation and goals were met in accordance with the performance work statement
* Successfully implemented a housing transition after finding serious mold and health issues in off base housing

**ESL consultant (Saudi Electric-Jeddah) May 2010 to October 2010 Saudi Arabia**

* Successfully implemented an in-house curriculum that improved the success rate of students by 25%

## ESL Consultant /Assessment assistant (KSU-Riyadh) Nov 2009 to Apr 2010 Saudi Arabia

* English instruction for preparatory year students,
* Assisted in creation of formative and summative assessments

**ESL Consultant (Jubail Industrial College) Feb 2009 to Aug 2009 Saudi Arabia**

* Taught reading, writing, listening and speaking to future SABIC employees, grading, testing and counseling
* Created and implemented testing according to PET and KET procedures

## ESL Tutor (Direct English- Seoul) Sep 2008 to Feb 2009 South Korea

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| Tutoring students 1 on 1 using a comprehensive in-house approach to language learning. Correcting online homeworkESL Instructor Seongsan Elementary school, Samsung and LG Corp Aug 2005 to Aug 2008 South Korea  |  | | --- | | Successful implementation of assisted language instruction for non-native English teachers for 3rd to 6th grade studentsTeaching Business and ESP to executives and engineers in the cell phone and computer divisions | |

**ESL/English Instructor (Techy consult-Accra) Dec 2004 to Jul 2005 Ghana**

* Led a new school to bring in new students and successfully expanded the business by 75% in less than 1 year

**ESL/English Instructor (YBM ELS-Seoul) Sep 2003 to Nov 2004 Korea**

* Speaking and listening to adult professionals
* Part-time Teacher trainer at TEFL international in Seoul

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| **Other Employment** House Manager (Disabled persons home) April 2000- April 2002 Ghana  * Led a staff of 3 to provide accommodation, food and entertainment for up to 15 guests * Increased morale and reduced waste by 63% by implementing an in house counseling service and volunteering free time  Officer/Enlisted (US Army Reserve/Air Force- Staff Specialist) Sep 1991 to Dec 1999 USA  * Led a staff of 5 while implementing necessary services for patients and staff alike * Rated Air Traffic controller at level-3 air Base in Alaska. Cross trained into Airfield Management  EducationBA- College of Wooster Sep 1985 to May 1989M.ED- California Coast University July 2011 to Present Thesis proposal: based on current theory and research, what components might logically be included in a model program to promote Saudi student attitude and motivation towards learning in a military training environment?  **TESOL Certificate- TEFL International (Ban Phe, Thailand) Aug 2003 to Aug 2003**  120+ hour course including 1 week of practicum at Rayong High School  **Language Awareness Certificate – International House (online) Apr 2010 to Sep 2010**  Grammar course  **Aviation English Certificate– Request Higher (Afghanistan) Apr 2014-Apr 2014**  Focus on ATC, communications English, phonetic alphabet, avionics, basic flight rules and laws of aerodynamics  **Training of Trainers– TESOL International Association Jul 2014-Aug 2014**  Conducting and building a professional development module, and identifying the various key components necessary. |

# References

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