

# Lincoln Truesdale Cline

TEACHER/PROOFREADER/WRITER

## ACADEMIC HISTORY

### GRAND VALLEY STATE UNIVERSITY

**Bachelor in Anthropology,  
Graduated in 2014**

- Allendale, Michigan USA
- Focus on linguistic anthropology
- Field study research experience
- Minor in Spanish language and literature

### THE LANGUAGE HOUSE TEFL

**TEFL Certification Program, Completed in 2016**

- 130-hour intensive teacher training course
- The Language House is a recognized member of the College of Teachers, U.K., accredited and externally monitored by IATQuO.
- Young Learners and Teens Certificate
  - 12-hour IATQuO-accredited TEFL extension certificate focused on the methodology and skills required to teach English to children aged 3-17.

## CONTACT INFORMATION

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## SKILLS AND INTERESTS

- Skills: English grammar, teaching, writing, proofreading, editing, communication, Microsoft Office, management, attention to detail, academic research, and customer service.
- Languages:
  - English - native
  - Spanish - intermediate
  - Czech - basic
- Hobbies: reading, writing, hiking, gaming, science, and traveling.

## ACCOMPLISHMENTS

- Dean's List Grand Valley State University, All semesters
- TEFL certified

## WORK EXPERIENCE

### ENGLISH TEACHER

**James Cook Languages, 2018-Present**

- Teaching business, grammar, and conversational English lessons to individuals and small groups of native Czech students from beginner to advanced level. Lessons are 60-90 minutes in length.
- Preparing original and individualized lesson plans based on student need and interest.

### PROOFREADER

**Freelance, 2013-Present**

- Proofreading texts such as educational material, science texts, journal articles, undergraduate and graduate theses, novels, and marketing/advertising content.
- Strong attention to detail and excellent English grammar skills.

### PRIVATE ENGLISH TUTOR

**Freelance, 2015-Present**

- Teaching and tutoring English language to individuals and small groups of native Czech, Russian, Spanish, Ukrainian, Serbian, and Croatian speakers. Students range from beginner to advanced level. Lessons are 45-90 minutes in length.
- Test preparation courses for IELTS, CAE, CPE, and FCE.
- Preparing original and individualized lesson plans based on student need and interest.

### ENGLISH TEACHER

**English in the Office, 2017-2018**

- Taught business, grammar, and conversational English lessons to individuals and small groups of native Czech students from beginner to advanced level. Lessons were 60-90 minutes in length.
- Prepared original and individualized lesson plans based on student need and interest.

### CONTENT CREATOR

**INSYLEA Institute for Synergetic Learning, 2017-2018**

- Independently created dynamic and transformative content for online teaching software.
- Prepared content for English language levels A1 - B2.

### FRONT OF HOUSE MANAGER

**Robby's Taqueria, 2015-2016**

- Management of 10+ departmental employees.
- Bartending and serving.
- Hiring, scheduling, inventory.
- Social media management and content creation.