

Cara Phillips

Located in Tokyo, Japan (U.S. citizen) |

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Portfolio: <https://carasensei.com>

Objective

To have a junior-level position as a full-stack web developer.

Relevant Skills

BASIC PROGRAMMING: HTML, CSS, JAVASCRIPT, JQUERY, PYTHON

PRODUCTIVITY SOFTWARE: ZOOM, SLACK

MICROSOFT OFFICE: WORD, EXCEL, POWERPOINT

TYPING SPEED: 70 WPM

Experience

INSTRUCTOR OF BUSINESS ENGLISH (EFL) | TOYO UNIVERSITY, BUSINESS DEPARTMENT |
FULL-TIME | APRIL 2017 - PRESENT

- Teaching 10 classes a week each semester to mainly first and second-year business majors (all classes were 90 minutes, class size 20-60)
- Designing syllabi and curriculum for 1-5 classes per term
- Planned lessons, wrote tests, created assignments and graded assignments on a weekly basis
- Checked/edited the university-wide entrance exam committee in 2017.

OWNER AND SOLE INSTRUCTOR | HOMEMADE ENGLISH – THE CREATIVE LEARNING HOUSE |
FULL-TIME | OCTOBER 2009 – MARCH 2017

- Taught over 100 adult and 40 child students – privately or in small groups – in business English, professional and academic writing, TOIEC, TOEFL, content-based English: cooking, music, art, etc.
- Held 4-6 classes a day, 6 days a week, including holidays.
- Managed class reservation system, responded to applications, emails from students/parents daily.

ACADEMIC ENGLISH PROGRAM INSTRUCTOR | TEMPLE UNIVERSITY, JAPAN CAMPUS |
PART-TIME | JANUARY 2010 – JULY 2012

- Taught 90-minute TOEFL and English composition classes to AEP, undergraduate and graduate students, 6-9 hours a week (4-17 students per class).

- Designed syllabi for each course
- Planned lessons and created and graded assignments daily.
- Was selected to run teacher-training workshops for local elementary and junior high school English teachers on several occasions.

Education

SOFTWARE ENGINEERING IMMERSIVE | GENERAL ASSEMBLY ([IN PROGRESS](#))

MASTER OF ARTS (M.A.) | COLORADO STATE UNIVERSITY

- Major: [English \(TEFL/TESL\)](#)
- In conjunction with the Peace Corps Master's International Program

BACHELOR OF ARTS (B.A.) | UNIVERSITY OF PITTSBURGH

- Major: [Japanese](#)
- Minor: [Asian Studies](#)
- Honors: *summa cum laude*

References and a listing of journal and textbook publications available upon request.