

# Cara Phillips

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Located in Tokyo, Japan (U.S. citizen) | [carablythephillips@gmail.com](mailto:carablythephillips@gmail.com)

## Objective

To find a junior full-stack developer position.

## 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, movies, visual arts.
- 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

### 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.](#)