

## Krakow, Poland

+48 517378347

Skype ID: neither here nor there

DOB: 3 February 1980

Nationality: American

Seeking a position in Information Technology which will utilize and develop my skills, experience, and education while teaching me something new.

Concordia University, M.Ed. in Curriculum and Instruction

2016

Dual concentration: ESOL (English to Speakers of Other Languages)

English Language Development

Berlin School of English, CELTA (Certificate in English Language Training for Adults)

2013

San Francisco State University, B.A. in Philosophy

2010

City College of San Francisco, General Studies for Transfer Credit

2003-2007

Keesler AFB, Technical skill training in Information Management

1998-2002

Lackland AFB, Air Force Basic Military Training

1998

Programming: Python (NumPy, Pandas);

Fullstack Web Development: HTML5, CSS (Flexbox, Bootstrap), JavaScript (DOM, jQuery), Node.js, Express.js, APIs, Databases (SQL):

MS Office Suite (Word, Excel, PowerPoint, Outlook, OneNote, Access):

Online communication platforms (Skype for Business, Google Meet, Zoom).

## English Teacher

**YORK ENGLISH SCHOOL (Poland)**

3/2023-Present

- Prepared and provided lessons to Young Learners.
- Prepared students for FCE and CAE exams, including invigilation of mock exams and assessments.
- Used established materials to provide Business and Conversation courses to Adults, both One-on-One and Groups.

## English Teacher

**LINGUA LANGUAGE SCHOOL (Germany)**

**9/2018-2/2023**

- Used established curricula and materials to teach students Adult English learners Business English in preparation for new careers and TELC Exams.
- Taught In-Company courses to learners for specific purposes.
- Created and used self-made materials in private One-on-One and Group lessons.

## English Teacher

**ABLE SPRACHSCHULE (Germany)**

**1/2020-2/2023**

- Prepared and taught Business English to In-Company clients.
- Taught intensive courses to assist students in Conversation skills.

## English Teacher

**E.L.T. ENGLISH LANGUAGE TEACHERS (Germany)**

**2/2017-12/2018**

- Prepared and taught lessons in conversation and business English to Adult and Young Adult learners of English based on their needs, using provided materials and/or self-created supplementary materials.

- Taught intensive courses to assist students in job prospects.

**English Teacher** **CALEDONIAN SCHOOL (Czech Republic)** **3/2015-2/2017**

- Prepared and taught lessons to Adult learners of English based on their needs, whether it be conversational or for business, using provided materials and supplementary materials to focus on students' needs.
- Assisted students in the preparation of CAE, FCE, and PET exams.
- Fulfilled all administrative requirements related to teaching, such as keeping attendance and maintaining student progress reports.

**English Teacher** **KANG NING ENGLISH SCHOOL (Taiwan)** **8/2014-3/2015**

- Taught English as a Second Language/English as a Foreign Language to students in Elementary and Middle School of various levels of proficiency using materials provided by the school and supplementing with material relatable to the students' interests and academic goals.
- Participated in extracurricular activities, such as judging reading competitions and reading at the local library.
- Assisted fellow foreign colleagues by substituting for classes, providing materials and ideas for activities in the classroom, and assisting in the implementation of new programs.
- Worked closely with the Chinese staff to fulfill the requirements of the school, tracking students' progress, maintaining accurate records, and holding conferences with parents.
- Fulfilled administrative requirements related to teaching and maintained thorough records of lesson plans, grades, and student progress.

**English Teacher** **NINGBO UNIVERSITY OF TECHNOLOGY (CHINA)** **9/2012-6/2014**

- Taught academic subjects in English to first and third year college students majoring in English.
- Designed and taught the curriculum in Business English and the History of Western Civilization to third year students.
- Designed and taught the curriculum in Listening to News for second year students.
- Designed and taught the curriculum in Phonetics and Oral English to first year students.
- Provided general academic support to students as needed, including additional one-on-one tutoring for students identified as having difficulty with Speaking and Listening, or preparation for IELTS.
- Assisted other departments in teaching their staff Conversational and Professional English.
- Fulfilled administrative requirements related to teaching, such as lesson planning, administering exams, and submitting grades.

**English Teacher** **KNIGHT ESL CENTER (CHINA)** **9/2012-6/2014**

- Designed and taught curricula to private Adult students based on their individual needs.
- Used given materials and designed new curricula to teach English as a Second Language to Adults at a private training center.
- Designed and taught the curriculum in Oral English to Middle School students.
- Used given materials to teach English as a Second Language to Elementary school students at a private training center.

**English Teacher** **LIKE SCHOOL (S. KOREA)** **7/2011-8/2012**

- Taught English as a Second Language/English as a Foreign Language to students in Kindergarten, Elementary, and Middle School.
- Taught Pre-TOEFL (Middle School) and TOEFL (High School, University, and Adult) Speaking, Writing, Listening, and Reading.
- Performed one-on-one tutoring in TOEFL Speaking and Writing.
- Proofread and edited teaching materials for in-house publications.
- Provided general academic support to students as needed.

**Assistant Manager** **GLOBE HOSTEL** **2004-2006**

- Managed and worked all aspects of the front desk, including handling money, booking rooms, and making sure common areas stayed clean and fully stocked.

- Overcame language barriers to provide customer service to international travelers and fulfill their needs in person and over the telephone.
- Trained and supervised new employees.

#### **Campaign Advisor Assistant**

#### **UNITED WAY OF THE BAY AREA**

**2003**

- Provided general administrative support for five United Way Campaign Advisors and Development Officers for other campaigns which included managing the distribution of information and materials to over 50 agencies and coordinators throughout the Bay Area.
- Increased rapport between agencies and donors by organizing and actively participating in special events.
- Streamlined campaign by managing all aspects of the process, including the distribution and collection of pledge forms and contributions, and performing basic audits.

#### **Administrative Assistant**

#### **PACIFIC GUARANTEE MORTGAGE**

**2002**

- Reduced workload for Loan Processors by managing "Copy Pack" program, making copies of 30-50 loan packages daily.
- Increased clientele for Loan Agents by assisting with marketing and correspondence, including answering and directing telephone calls.
- Assisted Office Manager by filling needs for office supplies and other equipment, and performing basic troubleshooting on hardware as needed.
- Trained and supervised new employees.

#### **Information Management Journeyman**

#### **UNITED STATES AIR FORCE**

**1998-2002**

- Managed Rapid Airman Discharge program for the JAG (Judge Advocate General), working closely with leadership from other base agencies to ensure members were discharged in an efficient and timely manner.
- Prepared legal documents, including Powers of Attorney, for customers and official correspondence for base leadership while assisting in the review and editing of official documents including award citations.
- Assisted lawyers and customers by researching and maintaining Air Force Publications and Regulations library.
- Created and gave official presentations for base leadership and organized official ceremonies for base leadership.
- Contributed to the implementation of new program that boosted efficiency in personnel placement for individualized departments throughout the base.
- Troubleshoot hardware and software as needed and assisted in the management of the office server.
- Prepared and maintained file plans and files.
- Trained others on file plans and files, following up with inspections throughout the base.
- Performed basic tech support for five different agencies, with the aid of rapport with base network personnel, was able to research and resolve issues.
- Greeted customers, answered and directed phone calls, overcoming language barriers to fill customer needs.

#### **REFERENCES**

Arlina Busch +49 345 678980  
Inlingua Sprachschule, Director of English Studies

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able Sprachschule, Director

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Kang Ning English School, Head Teacher