

**Lance Williams, PMP, CSM**

Dallas, TX

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**Work Experience:**

**Lance the Korean Tutor**

**- Language Instructor, Translator and App Developer 9/2022 – Present**

- Developed a responsive website using HTML, CSS and JavaScript advertising individualized private English lessons for Korean speakers and Korean lessons for English speakers.
- Currently developing a language learning app prototype.

**Trivium Academy**

**-Coding Instructor and Project Facilitator, 9/2021 - 8/2022**

*Developed and implemented a team based, project focused computer science curriculum for middle school students.*

- Trained and directed students to create platform jumpers, side scrollers and personalized games with code.org's Game Lab, which utilizes the p5.js framework. Students created games with features including score, hit points, gravity, motion, event triggers and collision detection.
- Guided student teams to create a simple prediction app using the App Lab and AI Lab on code.org. Teams found patterns in datasets, trained and tested AI models, created model cards and designed unique app prototypes.
- Oversaw student teams in the creation of personalized websites using basic HTML and CSS.

**-Instrumental Music Program Director, 9/2019 - 8/2022**

*Organized and expanded a charter school instrumental music program with limited supplies and tight yearly budget of \$10,000 by carefully coordinating with project stakeholders and vendors.*

- Expanded program scope of the program to include 3 classes beyond what the school initially offered. Doubled the size of program membership in less than 3 years.
- Adopted hybrid project management approach to successfully complete deliverables on time and under budget. Used Microsoft Project to map out milestones and critical path.
- Managed and developed cross-functional teams consisting of a diverse range of ages and abilities.

**Summit English**

**-Founder/Director, 3/2014 to 10/2018**

*Founded and operated an English academy in South Korea. Through creative curriculum development, marketing and customer relations initiatives, Summit English netted \$80,000 of income in its first year of operation.*

- Coordinating with public educators and customers, performed extensive research to develop innovative and effective educational products.
- Academy students won school, city and county-wide speech contests. Academy received Model English Academy award from the Jinju Office of Education for regulatory compliance.
- Used Microsoft Office and iWork suite to analyze data, create documentation and present information to customers. Extensive use of AV software such as Final Cut Pro and Logic to create commercial films and curriculum materials.

**Certifications**

- Project Management Professional (PMP), Project Management Institute, 2022
- Certified Scrum Master, Scrum Alliance, 2022

**Education**

- B.A. Music Composition, University of Texas at Arlington, 2006

**Languages**

- Fluent in English, working proficiency in Korean, limited proficiency in Spanish.

**Skills/Achievements**

- Programming Languages – C, HTML, CSS, JavaScript, SQL
- Office Software – Microsoft Office, iWork Suite, Microsoft Project
- A/V Production – Final Cut Pro, Logic Pro
- Eagle Scout