

TIMOTHY M CUNNINGHAM

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Over the past ten years, I've helped hundreds of people find success in their studies.
Now, I'm applying my skills as a writer, designer, and leader toward a new career in the business world.

EDUCATION:

B.A., State University of New York at Oswego, December 2011

- Majored in Communications; Minored in Audio Design and Production
- Completed 4 year degree in 3 ½ years while holding multiple internships

Certificate in English Language Teaching to Adults (CELTA) from Cambridge English, April 2014

- High intensity version; eight hour length classes for one month. Accredited by Cambridge English.
- Taught actual ESL students regularly during the course

WORK EXPERIENCE IN JAPAN:

- 2019- **Head Teacher, Advance After School, Yokohama** (*Promoted to head in early 2020*)
Responsibilities as the department head:
- **Manager for the other teachers in my department-** Trained all teachers, assigned both short-term and long-term responsibilities, held meetings, and gave regular feedback to staff on their teaching performance.
 - **Curriculum creation and maintenance-** Wrote from the ground up a year-long curriculum for three separate classes of different language ability. The content targeted ages 6-13 with as many as 25 students per class. Each class called for two hours of content, which meant creating hundreds of original, in-house worksheets, and curating hundreds of crafts, experiments, games, and long-term projects.
 - **Customer Relations-** Created our student feedback template; wrote/sent hundreds of reports to maintain positive relationships with clients and inform them of progress. Represented the company in open house events to attract new clients. Planned and led holiday events to retain clients and promote our business.
- 2017- 2019 **Teacher at A.L.C. English, Kawasaki**
- Taught morning classes of up to 30 children
 - Taught after school classes with 2-8 students per class
 - Planned lessons and created materials regularly, provided detailed feedback reports to parents
- 2015- 2017 **Private English Teacher, Yokohama**
- Found students, scheduled lessons, negotiated hours and rates
 - Lesson types included Business English, Conversational English, and TOEIC prep
- 2014- 2015 **Teacher at Shane English School**
- Taught students of all ages. 1 on 1 or groups (2-7 students)
 - Business English, Conversational English, TOEIC prep, JHS, Elementary, and Pre-school

WORK EXPERIENCE IN AMERICA:

- 2012- 2014 **Recreational Therapist at The Greens at Cannondale, Wilton CT**
- Planned, created, and facilitated activities for residents with Alzheimer's disease and dementia
 - Encouraged positive attitudes, conversation, and skill development and maintenance
- 2013-2014 **Technician, Sound Engineer: In Phase Audio, Wilton CT**
- Load-in, set up and strike of PAs, microphones, board and other equipment
 - Work as Sound Engineer for various shows, concerts and special events
- 2012- 2014 **Intern, Mastering Engineer: Tonic Sound, Wilton CT**
- Maintain music library for commercial use in video
 - Master new content for use in the library using Pro Tools
- 2011- 2014 **Lighting and Sound Designer and Technician: The Wilton Playshop, Wilton CT**
- Produced sound effects, designed sound and/or lighting, and operated sound and/or light boards
 - Filmed, edited, and distributed DVD for the 75th Anniversary Presidents Gala
- 2011 **Sound Designer: Charlotte Waterman Theater, SUNY Oswego**
- Provided setup of equipment, signal flow, and operated sound board for events
 - Created sound effects and music (*25th Annual Putnam County Spelling Bee*, *Bees In Honey Drown*)
- 2010-2011 **Head Lab Assistant at Lanigan Radio and Video Labs, SUNY Oswego**
- Gave advice and troubleshooting for students struggling with Pro Tools audio software
 - Worked as a manager- held staff meetings, scheduled interns, managed equipment rental
 - Worked closely with marketing students to help complete advertising projects using Pro Tools