

Curriculum Vitae

RELEVANT EXPERIENCE

Child English/ESL Instruction

- Instructor, Hankuk University of Foreign Studies Junior Academy, 2007
- Instructor, South Korean Public School System, 2007-2010
- English Camp Counselor, Promise English Camp, 2008

***Skills summary:** Created lesson plans, course materials, and classroom activities in accordance with national standards. Taught public school English at the elementary, middle, and high school levels. Gave writing assistance to non-native English speaking co-workers and colleagues. Helped to design after-school programs for disadvantaged youth. Instructed children ages 3 to 18.*

Adult Education/ESL Instruction

- Composition Tutor, UW-River Falls Academic Success Center, 2011-2013
- Business Writing and Communications Instructor, Hyundai Corporate Training Center Summer Inservice, 2012
- Adjunct Writing and Communications Instructor, Metropolitan State University MBA Program, 2011-2013
- Associate Lecturer of English, UW System (River Falls and Eau Claire), 2011-2014
- ESL Student Teacher Field Experience Supervisor, University of Wisconsin-Eau Claire, 2014-Present
- Honors Course Developer, University of Wisconsin-Eau Claire, 2014-Present
- Classroom Instructor, ESL for Elder Immigrants, Eau Claire Hmong Mutual Assistance Association, 2014-Present

Skills summary:

Tutored and taught exam preparation for IELTS, TOEFL, TOEIC, and COMPASS. Provided classroom ESL writing instruction to working professional, university students, and immigrants. Augmented classroom instruction with supplemental online instruction through D2L, Schoology, Google Documents, Skype, and other programs.

E-Learning

- Online Academic Composition Instructor, Pearson Learning, 2010-2012
- Online ESL Instructor, Moxon English Project, 2012-present
- Online Academic Tutor (Multiple Subjects), InstaEDU, 2014
- Online ESL Instructor, CENA Language Academy, 2014-Present
- Educational Blogger, Magoosh Test Prep, 2014-Present

Skills summary:

Provided IELTS, TOEFL, SAT, and GRE test preparation through online platforms. Taught conversational English, business English, and Academic English to students from multiple countries via Internet. Provided online content to an E-Learning company that specializes in test preparation. Provided online training, feedback and assessment to student teachers of ESL for the purposes of government credentialing

Educational Management

- Grant Writing Workshop Supervisor, Eau Claire YMCA, 2006
- Human Resources Interview and Recruiter, South Korean Ministry of Education, 2009-2010
- ESL Tutoring Services Manager, University of Wisconsin-River Falls, 2011-2013

***Skills summary:** (continued on next page)*

Designed and oversaw professional writing workshops for YMCA employees. On behalf of the South Korean educational system, recruited and trained new ESL instructors. Supervised academic composition instructors and created a new online essay correction program at a public liberal arts university.

EDUCATION

BA Social Work, University of Wisconsin-Eau Claire, 2005

MA TESOL, University of Wisconsin-River Falls, 2013

(References on the next page, followed by letters of recommendation.)

REFERENCES

Available upon request