

Resume

○○○Hastings St.
Burnaby, B.C.
V0A-0G0
Res.: (xxx) xxx-xxxx
e-mail :

Job Objective : The position of English Teacher/Tutor

Education :

April 1999	TEFL, Winfield College, Vancouver, BC
November 1998	Master of Arts (M.A.) degree in political science, McMaster University, Hamilton, ON
October 1996	Bachelor of Arts (B.A.) degree in communication, Simon Fraser University, Burnaby, B.C.

Skills and Abilities :

Teaching and Tutoring

- taught as a substitute ESL teacher for Vancouver English Centre
- taught as an instructor in the academic preparation program for international students from China, Korea and Japan in the areas of listening/speaking, reading and writing at ESLI/Trinity Western University
- taught as an ESL teacher for KTC Language Institute for international students Korea, Japan, Mexico and Europe
- tutored privately for Chinese and Korean students in elementary and high school for over five years in ESL, English, and Social Studies

Interpersonal and Communication

- as an instructor at ESLI/Trinity Western University, delivered lessons using a highly interpersonal approach
- as an undergraduate and graduate student in the social sciences, gave many oral presentations on research papers
- as an instructor, was effective in establishing rapport and relationships with students from around the world

Organization and Planning

- planned daily lessons as an ESL teacher for KTC Language Institute
- planned daily lessons according to curriculum objectives for each subject as an ESL/Trinity Western University instructor
- planned curriculum as a member of a team of instructors at ESL/TWU
- planned and organized weekly Cub Scout section meetings for the 32nd

E. Vancouver Scout Group as a member of a team of leaders

Work Experience

June 2005–present	Substitute ESL teacher for Vancouver English Centre
June 2002–May 2005	Instructor for ESL/Trinity Western University
April 2000–June 2002	ESL Teacher for KTC Language Institute
September 1998–June 2000	Private Tutor for Geelin Tutors
July 1990–December 1994	Assistant Manager, MaxKing Bakery and Restaurant

Volunteer Experience

2003–2004	taught ESL to new immigrants from mainland China at Vancouver Chinese Baptist Church
1997–1998	served as an executive and contributor to MCAA
1994–1996	served as a Leader on a team for Cubs Scouts
1994–1997	section for the 32nd E. Vancouver Scout Group
1991–1996	taught Sunday School and Pioneer Clubs for children at Vancouver Chinese Baptist Church

Additional Information :

- enjoys playing hockey, tennis, golf and listening to music in spare time

References available upon request