

# EMILY CARTER

English Teacher

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles,  
CA 90291, United States

### EMAIL

email@email.com

## LINKS

[Facebook](#)

[Linkedin](#)

## SKILLS

English Subject Matter

Curriculum Design

Digital Instruction Techniques

Lesson Planning

Test & Assessment Design

Classroom Management

Child Psychology

Play Therapy

## PROFILE

*Highly capable English Teacher with creative instructional demeanor and competence in smart learning methodologies. A decade of experience teaching elementary grades coupled with a Bachelor's Degree in Child Psychology, and certified to teach in any state across the Mid-West Region. Very focused on engaging and inspiring students to achieve their ultimate potential.*

## EMPLOYMENT HISTORY

### High School English Teacher, John Hopkins High School

Seattle

Feb 2017 - Present

*Implemented formative assessments by standardizing testing strategies; resulting in an overall 12% increased test scoring rate.*

- Plan lectures and assignments
- Assess students to evaluate their abilities, strengths, and weaknesses
- Teach students as an entire class, in smaller groups and tutor struggling learners individually
- Conduct testing every week to maintain progress
- Assist students in preparing for SAT exams
- Hold monthly parent days where presentations are given regarding the curriculum, Q&A's as well as statistics regarding learner's progression
- Communicate with parents about students' progress
- Work with individual students to challenge them, to improve their abilities, and to work on their weaknesses
- Prepare students for standardized tests required by the state
- Develop and enforce classroom conduct

### Elementary English Teacher, Bright Sparks Prep School

Georgia

Sep 2013 - Dec 2016

*Create an interactive, comprehension program to assist students in developing their English reading, writing, speaking and*

Black Board

Power School SIS

## LANGUAGES

English

Spanish

Mandarin

*comprehension abilities*

- Plan lessons that teach students various components of English subject matter including reading, writing, pronunciation, poetry, comprehension, and literature
- Conduct assessments to ascertain student abilities, strengths, and weaknesses
- Grade students' assignments to monitor their progress
- Communicate with parents during PTA meetings and via email correspondence regarding their child's progress
- Work with students individually to assist them in overcoming specific learning adversities
- Assist learners in preparing standardized tests required by the state
- Develop and enforce classroom rules to teach children appropriate behavior and classroom etiquette
- Supervise children outside of the classroom for example, during lunchtime or recess

### **English Teacher - Adult Education, ABET Community Center**

New York

Nov 2009 - Jul 2013

*Designed and implemented a 6-month English language program for a class of 25 Adult Learners, resulting in significantly improved English skills*

- Assess students' strengths and areas for development
- Plan and teach lessons to help students gain adequate knowledge and confidence in reading speaking and writing English
- Emphasize skills that will help students find jobs, such as learning English words and common phrases used in the workplace
- Work with students individually to address specific learning challenges
- Evaluate students for possible learning disabilities
- Monitor students' progress toward their goals
- Help students develop pronunciation by doing role play exercises

## EDUCATION

### **Chicago State University, Master's Degree in English Literature**

Chicago

Oct 2006 - Aug 2008

### **University of Arizona, Bachelor's Degree in Education**

Phoenix

Mar 2002 - Mar 2005

Majors: Literature, Reading, Pedagogy

Minors: Curriculum Design, Instruction Design, Instructional Technology

## **Miami Secondary School, Student Teacher Practicum**

Miami

Mar 2009 – Mar 2010

Completed the required 100 hours practical work to obtain Educational License

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## **COURSES**

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### **General Education Certificate,, Ashford University, CO**

Feb 2009 – Mar 2010

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## **EXTRA-CURRICULAR ACTIVITIES**

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### **Teaching Assistant, College for Adult Education**

Reston, VA

Sep 2007 – Mar 2008

- Teaching classes in basic computer skills: Microsoft Office, HTML

### **Camp Counselor, Ohio Forest Retreat**

Denver

Mar 2002 – Mar 2005

- Accompanied groups of children to summer camps during off time at university
- Hold daily discussion sessions about important teenager issues
- Participated in physical sports activities as a supervisor