

# Emily Carter, English Teacher

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

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Place of birth	San Antonio	Driving license	Full
Nationality	American		

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**LINKS**                      [Facebook](#), [Linkedin](#)

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**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.*

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## EMPLOYMENT HISTORY

Feb 2017 – Present                      **High School English Teacher, John Hopkins High School**                      Seattle

*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

Sep 2013 – Dec 2016                      **Elementary English Teacher, Bright Sparks Prep School**                      Georgia

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

Nov 2009 – Jul 2013                      **English Teacher - Adult Education, ABET Community Center**                      New York

*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

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**EDUCATION**

Oct 2006 – Aug 2008	<b>Chicago State University, Master's Degree in English Literature</b>	Chicago
Mar 2002 – Mar 2005	<b>University of Arizona, Bachelor's Degree in Education</b> Majors: Literature, Reading, Pedagogy Minors: Curriculum Design, Instruction Design, Instructional Technology	Phoenix
Mar 2009 – Mar 2010	<b>Miami Secondary School, Student Teacher Practicum</b> Completed the required 100 hours practical work to obtain Educational License	Miami

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**SKILLS**

English Subject Matter	Expert	Curriculum Design	Expert
Digital Instruction Techniques	Expert	Lesson Planning	Expert
Test & Assessment Design	Expert	Classroom Management	Expert
Child Psychology	Experienced	Play Therapy	Experienced
Black Board	Experienced	Power School SIS	Experienced

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**EXTRA-CURRICULAR ACTIVITIES**

Sep 2007 – Mar 2008	<b>Teaching Assistant, College for Adult Education</b> <ul style="list-style-type: none"><li>Teaching classes in basic computer skills: Microsoft Office, HTML</li></ul>	Reston, VA
Mar 2002 – Mar 2005	<b>Camp Counselor, Ohio Forest Retreat</b> <ul style="list-style-type: none"><li>Accompanied groups of children to summer camps during off time at university</li><li>Hold daily discussion sessions about important teenager issues</li><li>Participated in physical sports activities as a supervisor</li></ul>	Denver

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**COURSES**

Feb 2009 – Mar 2010	<b>General Education Certificate,, Ashford University, CO</b>
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**LANGUAGES**

English	Native speaker	Spanish	Highly proficient
Mandarin	Good working knowledge		