

# EMILY CARTER

## English Teacher

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

[email@email.com](mailto:email@email.com)

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Place of birth ..... *San Antonio*      Nationality ..... *American*  
Driving license ..... *Full*

### LINKS

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

### 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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### EXPERIENCE

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

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

Seattle

- 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** ..... Sep 2013 – Dec 2016

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

Georgia

- 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** ..... 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*

New York

- 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** ..... Oct 2006 – Aug 2008  
*Master's Degree in English Literature* ..... Chicago

❖ **University of Arizona** ..... Mar 2002 – Mar 2005  
*Bachelor's Degree in Education* ..... Phoenix

Majors: Literature, Reading, Pedagogy  
 Minors: Curriculum Design, Instruction Design, Instructional Technology

❖ **Miami Secondary School** ..... Mar 2009 – Mar 2010  
*Student Teacher Practicum* ..... Miami

Completed the required 100 hours practical work to obtain Educational License

## SKILLS

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

## COURSES

❖ **General Education Certificate,** ..... Feb 2009 – Mar 2010  
*Ashford University, CO*

## EXTRA-CURRICULAR ACTIVITIES

❖ **Teaching Assistant** ..... Sep 2007 – Mar 2008  
*College for Adult Education* ..... Reston, VA

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

❖ **Camp Counselor** ..... Mar 2002 – Mar 2005  
*Ohio Forest Retreat* ..... Denver

- 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

## LANGUAGES

English ..... <i>Native speaker</i>	Spanish ..... <i>Highly proficient</i>
Mandarin ..... <i>Good working knowledge</i>	