

You can put
a photo here

YOUR NAME
1873/15-16 Sena Center
Phaholyothin Road, Ladyao,
Bangkok 10900,, Thailand
(66) 061-701-9961; tefl@vantage-siam.com

TEACHING & CLASSROOM MANAGEMENT

Extensive background in education and academic environments. Experienced in public school teaching, training, and institutional management. Special Strengths:

Creating Assignments
Confidence Building
Program Management
Critical Thinking

Designing Lesson Plans
Formulating Learning Outcomes
Team Management
Student Motivation

Established record of consistent student progress...obtained positive teacher evaluations. Achieved academic goals...built lasting relationships with students, faculty and parents.

BA – Major

TEFL Certification

SELECTED CAREER HIGHLIGHTS

Trainee Teacher, [Vantage TEFL Certification](#), Bangkok, Thailand, xxxx, 2018

Thailand's highest ranking TEFL provider with accreditation at the Master's degree level.

- Created lesson plans and teaching materials, developed classroom management skills
- Taught beginner and individual students and established a rapport with new students
- Managed equipment and teaching aids.
- 120-hour TEFL training, including 8-hours of observed teacher training.

Operations Manager, UCLA Hammer Museum, Los Angeles, CA, 2011 – 2016

The [Hammer Museum](#) is a public art institution and part of University of California at Los Angeles.

- Appointed Operations Manager for 15 staff. Implemented hundreds of **successful public events** such as lectures, workshops, tours, film screenings, musical and student events. Museum **memberships increased significantly**.
- Secured new vendors...**increased productivity...reduced costs**...resulted in leaner departmental budgets.
- Conducted department meeting...increase staff performance...**lowered staff turnover**.
- Formulated a training manual for student work-study staff...targeting lower income families...**increased efficiency** that **built confidence** for new team members.
- Developed and expanded Museum facilities...Hammer café, Billy Wilder Theater...**transforming** the museum into a full-fledged cultural institution.

Library/Archive Editor, [CNN ImageSource](#), Atlanta, GA and Hollywood CA, 2008 – 2011

CSG is a purchasing and resource consultancy for art centers and cultural events management

- Filed and organized media and process orders. Created and compiled media tapes for archival use.
- Source specialist for subscription service of footage material. **Secured new Asian media group clients.**

Art Instructor, Creative Planet School of the Arts, Baldwin Park, CA, USA, 2004 – 2007

[Creative Planet School](#) of the Arts rates a Top 10 in America's School Spirit Challenge

- Developed artistic skills to K-8 students.
- Conducted art programs in drawing, painting, sculpture, printmaking and crafts.
- Applied adaptive classroom management skills...created successful learning environment.
- Promoted student work via visual displays and public exhibitions.

The Newton County Schools System, Covington, GA, USA, 2000 – 2002

[The Newton County Schools](#) is a public school district in Newton County, Georgia, USA

Art Instructor, Oak Hill Elementary

- Developed curriculum on Georgia State requirements...art history...world culture...interactive media.
- Taught with focus on basic art elements (line, color, shape, form & texture).
- Conducted Outreach Program with public library. Organized student library card registration.
- Applied structure classroom...created engaging and motivating learning environment.

Special Education Instructor, Farver Elementary

- Taught academic, social, life and motor skills in a nurturing classroom setting.
- Prepared Individual Education Plan (IEPs) and curriculum. Supported students in Special Olympics.
- Conducted meetings with parents, social workers, psychologists and specialist faculty to plan and implement student goals and objectives.
- Conducted individualized testing to ascertain student growth and progress.

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| EDUCATION: | Bachelor of Science in Education (BSED) <u>University of Georgia</u> , USA | 2000 |
| CERTIFICATIONS: | TEFL International TESOL Certification (120 hours) <u>Fairmont State University</u> , West Virginia, USA | 2018 |
| PROFESSIONAL DEVELOPMENT | Teaching Exceptional Children | 2003 |
| | Teaching of Reading | 2006 |
| | Dispute Resolution Training Los Angeles City Attorney Office | 2012 |
| TECHNICAL: | Diverse application program skills including MS Word, Excel, PowerPoint, Sound engineer, video projection systems and Multi-Media tools. | |

Professional and personal references available upon establishment of mutual interest.