

JESSE KENDALL

123 Elm Street, Miami, FL 33183, 305-555-5555, jkendall@notmail.com

HIGHLY EFFECTIVE ESL INSTRUCTOR

Accomplished [teacher](#) with extensive experience in developing curriculum for Japanese/ English language and cultural classes. Exceptional background in designing meaningful and effective coursework that engages students and expedites learning. Demonstrated leadership skills with proven ability to motivate and mentor students of all ages and learning levels. Practical experience living in Japan and studying Japanese social sciences. Able to develop coursework for distance learning.

ESL INSTRUCTION

ABC CAROLINE ACADEMY,

Miami, FL, 20xx – 20xx

Literacy & ESL Level 1 Teacher:

Developed individual education plans; teach ESL and Literacy classes. Provided counseling for students from various cultural and linguistic backgrounds.

- Designed and instituted creative and dynamic curricula utilizing outcome-based education.

BCD GROUP,

Matsuyama City, Japan, 20xx – 20xx

ESL Instructor:

Helped design a full-color, A3-sized advertisement for student recruiting. Led direct marketing initiatives, enabling the school to reach a city-wide area at a considerable cost savings. Increased walk-in business through the development of outdoor advertisements and signage. Repaired PCs; re-formatted the hard drives, and re-installed operating systems.

CDE SCHOOL,

Takamatsu City, Japan, 20xx – 20xx

Business English/ ESL Instructor:

Helped migrate client database to new Filemaker database software. Created large and cost-effective outdoor advertisements that successfully marketed the school.

EFG BOARD OF EDUCATION

, Yawatahama City, Japan, 20xx – 20xx

Assistant English Teacher/ ESL Instructor:

Created newsletter for statewide Assistant Language [Teachers](#) and local English educators. Served as [Public Relations](#) Representative for the JET Programme at numerous community events. Participated in numerous cultural exchange activities conducted by the Japanese Government.

COMMUNITY

Dedicated member of ACORN

- Association of Community Organization for Reform Now. Participate in campaigns to fight for the rights, economic, and social justice of low to moderate-income families within the community.

TECHNICAL SKILLS

MS Access, MS Excel, MS Word, MS PowerPoint, MS Outlook Internet Explorer, Meditech, PowerFAIDS

EDUCATION

ESL Certification, XYZ Institution, Miami, FL, 20xx

Japanese Classes, Niigata Friendship Center (NFC), Niigata, Japan, 20xx – 20xx

Bachelor's Degree (BBA) – Business Management, XYZ State College, Miami, FL, 20xx

ADDITIONAL:

Studied history and political systems in Cuba for three months