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| **James Terrell Durrance**  **16111 Central Plank Road, Eclectic, Alabama**  **Phone: 1-334-541-4656**  [**terrell007@hotmail.com**](mailto:terrell007@hotmail.com) | |
|  | Professional Profile I am a talented certified instructor with 10 years *international* experience planning and teaching English in Australia, Japan, South Korea, and Taiwan in support of educational goals and objectives. Key Qualifications **Ten years** extensive experience teaching English, Business English, IELTS, TOEIC, TOEFL, General English, and ELICOS in Japan, Australia, South Korea & Taiwan. I designed, created, and instructed English lessons using a wide variety of teaching aids, motivational, and implementation strategies to engage students in active learning based on educational objectives, ease of use, and fun.  **Certified Instructor** from an accredited licensing agency.  **Assistant Director & Academic Manager** for ESLA Institute (English as a Second Language – Australia) located in Melbourne, Australia.  **Excellent oral and written communication skills** developed while teaching English composition and business communication throughout Asia.  **Outstanding interpersonal skills** when dealing with demanding students, management, and coworkers.  **Planning and Organizational skills** that balance work, team support, and deadline responsibilities in a timely and professional manner.  **Problem Solving** requires the ability to approach issues in a methodical and logical manner with internal and external partners to find appropriate solutions to maintain a high level of quality and efficiency.  **Computer Skills** proficient with MS word, excel, and very adept at making use of teaching tools and support using available online materials. Professional Experience **March 2010 – February 2011 ESLA Institute**  **Melbourne, Australia**  **Assistant Director / Academic Manager**   * Course selection, planning, execution, and instruction for IELTS, Business English, General English, English for Academic Purposes, Travel, Conversation, and Hospitality. * Staff scheduling, teacher training, and development. * Academic Manager. * VRQA, ESOS, NEAS, & CRICOS Compliance Manager.   April 2009 - ****March 2010**** GnB English Academy Seoul, South Korea  **English Instructor**   * Developed and implemented daily and unit lesson plans for elementary and Jr. high school aged students, administered tests and evaluations, and analyzed student performance. * Conducted group/individual reading, writing, and speaking activities. * Fostered a fun classroom environment conducive to learning and promoting excellent student/teacher interaction. * Participated in faculty conferences. * Responsible in assisting with all other classroom and administrative duties.   April 2004- December 2007 Interac Co. Chiba, Japan  **Assistant Language Teacher**   * Developed and implemented daily and unit lesson plans in public school systems for elementary, Junior High, and Senior High school students, administered testing, tracked and analyzed class performance. * Conducted English club activities and speech contest preparation. * Developed excellent rapport with students and staff members. * Fostered a fun classroom environment conducive to learning and promoting excellent student engagement. * Responsible in assisting with all other classroom and administrative duties. * Attended regular developmental meetings with various Boards of Education throughout the Chiba area.   **October 2001-April 2004 Nova English Schools**  **Tokyo, Japan**  **English Instructor**   * Nova Kids Program Coordinator& Administrator. * TOEIC and TOEFL Instruction. * Kids Group Classes. * Conversation Classes (Group and MxM). * Developed and implemented daily and unit lesson plans for children, teens, and adults. * Conducted group and one-on-one reading, writing, and speaking activities.  Education **Bachelor of Business Management / International Marketing**, 1999  UNIVERSITY OF ALABAMA Commerce and Business Administration,  Tuscaloosa, Alabama, USA  **Certified Instructor**, 1996  National Center for Construction Education and Research  **International Marketing & Distribution,** 1997-1998  **KANSAI UNIVERSITY**, **Osaka, Japan**  **Business Law Program,** 1994  TROY STATE UNIVERSITY Montgomery, Alabama  **Yoshukai Karate Kobudo Martial Arts Instructor Certification,** 1991-Present  Montgomery, Alabama, USA  **World Aiki-kai (Aikido)** 2004- Present  Tokyo, Japan  **World Judo Association,** 2005-present  Tokyo, Japan |