

Kevin W. Grant
899 Saint Marks Avenue
Brooklyn, New York 11213
United States of America
kevinwgrant@yahoo.com
1-917-279-2304

November 2010

Dear School Director,

I have attached my resume for your consideration as applicant for the position of ESL Instructor specializing in Business English for older teens and Adults. I am available to start March 2010.

I currently work as a Consulting Network Technician for Chase Manhattan Bank. In this role not only am I resolving user related problems but I am also training clients on various PC/Mac platforms and applications. A great part of my job is planing formal training sessions for groups of end users.

Besides my information technology experience I also had full time teaching experience for the New York City Department of Education, teaching adolescents English, History and Computer literacy. This experience gave me invaluable experience in lesson planning and maintaining instructor-pupil relations.

Prior to my teaching and information technology experience I worked two years as a paralegal/claims examiner for the New York City Transit Authority. My time at the Transit Authority gave me much of my foundation in corporate etiquette and language which I believe will be an asset for any ESL Instructor specializing in Business English.

Through my TESL teaching training, prior teaching and corporate experiences, I have seen how my repertoire of acquired skills will transfer well into any business english training program. I look forward to having an opportunity to discuss my qualifications and your professional needs concerning a position with your language school. Please feel free to contact me anytime.

Thank you very much for your time and consideration.

Sincerely,

Kevin W. Grant

Kevin W. Grant

Personal Details

Birth:Brooklyn,NewYork
Marital Status: Single
Citizenship: United States
Mother Tongue:English

PROFESSIONAL PROFILE

Contact Information

phone:1-917-279-2304
kevinwgrant@yahoo.com



For the past several years I have worked as an Information Technology professional and Applications Instructor for several financial institutions and not for profit organizations.I also taught in The New York City Public School System as a high school English and Social Studies teacher with class sizes consisting of over thirty students. I also worked as a Paralegal and Claims Examiner for the New York City Transit Authority.

Before I began my professional career I attended and graduated from the world renowned City College of New York, I obtained a Bachelors Degree in International Relations, program which placed a high emphasis on cultural diversity awareness and diplomacy.This was achieved through group discussions and open debate involving a diverse group of people.I participated in many activities promoting good global relations during my time at City College of New York.

I am confident that as an ESL teacher my vast variety of skills and abilities will be of great value to my students.

Education

- **100 Hour TESOL Certification** Language and Culture Coaching International
- **American Bar Association Paralegal Certificate** Long Island UniversityBrooklyn, NY
- **B.A., International Studies** City College of New York; New York, NY

Relevant Work Experience

New York Academy of Medicine
Part Time Network Technician 2008-2009

Help Desk /Desktop Support and Network Technician for 250 users.

**New York City Department of Education
Teacher 2007-2008**

Taught in the New York City Public Schools, area of specialty Social Studies,English,Computer Education and Legal Studies.

**US News and World Report 2004 -2005
NOC Support Technician**

Washington, D.C.

Help Desk /Desktop Support and Network Technician.

Base of Operations were conducted in the Network Operations Center.

Provided support for over 400 end users.

**Computer Network Consultant 1997-2004
Various Locations in New York and New Jersey**

Projects: Participated in Year 2000 upgrade for several organizations.

**New York City Transit Authority 1995-1997
Brooklyn, New York**

Paralegal/Claims Examiner, previous experience in no-fault, workers compensation,general liability claims and business contracts.

Relevant Acquired Skills and Additional Training

Skilled Corporate Trainer/ School Teacher adept at conducting training and orientation programs for end users on newly installed software. I also taught in the New York City public school system.

Skilled Communicator with proven skill in user guidance and support demonstrated excellence in oral and written communication as evidenced by positive feedback from end users and management.

Detailed Oriented as demonstrated through troubleshooting and workaround skills. Certified Paralegal has extensive previous experience in no-fault, workers compensation, general liability claims and business contracts.

Technically Proficient

Professional References

David Rankine | drankine@nyam.org | (718)807-7547

Chris Johnson | cjohnson@usnews.com | (202)253-8721

Personal References

Lucien Perry (917)405-5280 Kareem Dean | (646)369-5533