**GARRETT LOWELL HILLYER**

ghillyer@fau.edu c: 407-346-2639

8314 Vintage Drive

Orlando, FL 32835

**OBJECTIVE:** Use my extensive ESL/TEFL teaching experience, excellent communication skills, strong work ethic, and passion for education to contribute to the success of your school

**EDUCATION**

**Florida Atlantic University, Boca Raton, FL**

**Bachelor of Arts, History, May 2012,** **GPA: 3.6/4.0**

*Honors:* Graduated Cum Laude

**EXPERIENCE**

**Volunteer Teacher, Manu’a High School, Ta’u, American Samoa,** July 2012 - June 2013

* Taught Social Studies courses, including US History, US Government, World History, and World Geography, to ESL students in grades 9-12.
* Independently developed a curriculum for courses in areas where I had no previous experience, including American Samoa History, American Samoa Government, Criminal Justice, and Current Issues
* Effectively planned and executed lessons, set overarching student achievement goals, managed personalities within a classroom setting, served as a positive role model for students
* Coordinated projects for island-wide National History Day competition and successfully chaperoned 5 students throughout the archipelago’s main island over a period of four days
* Adapted to working and living in meager conditions, with little supplies and few amenities
* Established strong rapport with both students and fellow staff members

**Circulation Department, FAU S.E. Wimberly Library, Boca Raton, FL,** October 2011 – May 2012

* Assisted patrons with material check-outs and returns, shelved books, added new patrons to the library’s database, renewed patron memberships
* Effectively communicated with patrons, answered questions and provided a positive experience
* Worked effectively within a teaming environment

**Temporary Researcher, Media Matters for America, Washington, DC,** January 2011-August 2011

* Worked as an intern for three months and was subsequently hired as a Temporary Researcher for an additional three months
* Effectively researched and compiled specifically formatted documents that assisted the website’s writers, consistently met tight deadlines, updated and maintained various databases
* Gained proficiency in Microsoft Office programs as well as research databases including LexisNexis

**SPECIAL SKILLS:**

*ESL Experience:* Successfully taught ESL students while simultaneously adapting to new culture

*Leadership:* Excellent public speaking skills, strong ability to establish rapport with students

*Computer*:Proficient in Microsoft Office programs (Word, Excel, PowerPoint, and Outlook)

*Language*: Basic understanding of Spanish, currently taking courses to become fluent

*Grading*: Experience with various grading systems and techniques that accurately assess students