

Jacqueline Carrillo

Songpa-gu • Seoul, South Korea •

Professional Experience

Education

**Western Illinois University, Macomb, Illinois**

B.S., Law Enforcement & Justice Administration, *May 2007*

B.A., Spanish, *May 2007*

**Spring Bay, Seoul, South Korea** *January 2015 –Present*

*Private English School*

**English Teacher**

* Teach listening, reading, and writing with American based textbooks to children ages 6-11
* Prepare daily course materials including worksheets, interactive games, audio visual aids
* Attend staff weekly meetings to discuss student progress, classroom management, and school festivities
* Present detailed monthly lesson plans specific to each class
* Work closely with Korean Co-teacher as a team to create monthly lesson plans for the kindergarten program
* Submit bi-weekly as well as monthly student progress reports
* Create and administer student proficiency exams used at the end of each semester
* Serve as a middle person between Korean staff and foreign staff

**Zhong Fang Yuan Bilingual School, Zhengzhou, China**

*Bilingual School August 2014 – December 2014*

**English Teacher**

* Prepared daily course materials, including PowerPoint presentations, interactive games, and audio visual aids
* Collaborated with foreign staff and created weekly lesson plans
* Created lessons specifically designed for Grade 3 and 5 EFL students
* Attended weekly staff meetings to discuss classroom management styles and how to enhance student progress
* Worked with Chinese English Teachers as a team to successfully execute lesson plans

**Avalon School, Seoul, South Korea**

*Private English School December 2011 – December 2013*

**English Teacher**

* Prepared course materials, lesson plans, and engaging activities for students
* Taught listening, speaking, debate, and writing (6-15 years old)
* Prepared students for English proficiency exams (TESOL, TOEFL, NEAT)
* Attended staff meetings, seminars, and field trips
* Submitted daily reports regarding student interactions and behavior
* Assisted students and teachers with editing essays, speeches, and other course materials
* Assessed students’ English abilities through writing and speaking evaluations

**Jung Chul Jr., Incheon, South Korea**

*Private English Academy November 2010 – November 2011*

**English Teacher**

* Prepared course materials for wide range of students (ages 6-14 years old)
* Knowledgeable in several subjects and taught: Math, Science, Social Studies, Language Arts, Debate, English as a Second Language
* Attended staff meetings and provided pertinent information about necessary resources for teachers
* Worked closely with Korean staff and coordinated daily to discuss upcoming lessons and tests
* Assisted supervisor in auditing work of probation officers