**Curriculum Vitae**

**James W. Phelps**

jimmyjamma1@gmail.com

**Education**

Hon. B.A. (Secondary School Education with a Specialization in History) Arizona State University, Tempe, AZ (2005)

**Employment Experience**

**June 2008 – July 2009**

**ECC (Gangnam, South Korea)**

**ESL Teacher**

* Taught kindergarten students (age 6 – 7) basic English, including the alphabet, phonics, numbers, colors, days of the week, etc.
* Taught elementary school children (grades 1 – 6) fundamentals of reading, writing, speaking and listening
* Developed and implemented seminars to prepare students for IBT TOEFL writing sections
* Used creative arts and crafts projects to better facilitate learning
* Relied on mind mapping and role playing to engage the students
* Used flashcards and sing-a-longs to make learning English fun
* Used grammar games to engage the students
* Monitored the progress of each student to ensure development
* Graded all homework and encouraged the students with various learning-inspired activities
* Provided monthly written evaluations for each student focusing on each individuals progress and needs for improvement

**May 2006 – June 2007**

**YES Youngdo English Academy (Anyang, South Korea)**

**ESL Teacher**

* Taught classes of elementary, middle school and high school age students various subjects, including English grammar, vocabulary, science, history, geography, and IBT TOEFL preparation
* Students’ facility in English ranged from beginner to advanced level
* Independently managed my classroom, established learning expectations, and prepared lesson plans, assignments, and tests
* Designed and administered essay workshops designed to teach and improve new writing techniques
* Reviewed and corrected all homework and in-class assignments with an emphasis on providing feedback to each student.
* Enhanced students’ skills by facilitating reading comprehension and argument development
* Reviewed and corrected homework with an emphasis on providing feedback to each student
* Provided monthly written progress reports to the school’s management, parents, and students

**January 2005 – May 2005**

**Trevor G. Brown High School (Phoenix, AZ)**

**Student Teacher**

* Responsible for classroom management and facilitation
* Assisted in curriculum mapping and development
* Provided daily lesson plans according to mandated state standards
* Responsible for material selection and method implementation
* Graded, evaluated, and maintained records of all student work and progress
* Produced quarterly report cards to illustrate student development and performance
* Maintained contact with parents to monitor student progress

**January 2004 – December 2005**

**ASU Initial Teacher Certificate Program (Tempe, AZ)**

**ITCP Participant**

* Completed six hours of classroom experience per week
* Graded student work and evaluated each student’s progress
* Prepared lesson plans and activity modules
* Presented new lessons and material to students
* Observed and developed multiple teaching strategies, academic approaches, and educational philosophies

**Selected Certifications and Accomplishments:**

* Arizona Department of Education Provisional Teaching Certificate (Secondary Education, grades 7-12)
* Provisional Structured English Immersion Endorsement (K-12)
* Awarded Arizona State University Provost’s Scholarship (Full tuition waiver)
* Group member of Kappa Delta Pi, International Honor Society in Education (2004-2005)