**Joel Whitehead**

5242 SE 28th Ave, Apt 24 (503) 236-8659

Portland, OR 97202 whiteheaj@gmail.com

**Qualifications**

* Over five years of experience teaching ESL in a variety of educational environments, with students from a wide range of backgrounds and ages
* Demonstrated ability to work collaboratively and communicate effectively with people from several very different cultural and linguistic backgrounds
* Experienced in creating original, effective curricula and teaching materials, both for own classroom use and for published projects
* Superlative organization and time-management skills, with proven ability to handle heavy workloads independently and meet strict deadlines

**Experience**

**One-on-One ESL Instructor for Saudi Arabia Cultural Mission Students,** *Columbia School of English, Portland, Oregon, August 2013 – Present.*

* Provide personalized instruction and counseling to assist Saudi students receiving the SACM scholarship in preparing for the TOEFL or IELTS tests and U.S. college admission.

**Freelance Curriculum Writer,** *American Institutes for Research, Portland, Oregon, August 2012 – June 2013.*

* Created original multiple-choice exams for AIR’s Learning Point Navigator. Exam questions covered a wide range of language-arts subjects and grade levels, and were required to adhere closely to the Common Core State Standards.

**ESL Teacher for Grades Three through Six,** *Russian-Mongolian Joint School, Ulaanbaatar, Mongolia, 2009-10 school year*

* Expanded working vocabulary, oral communication and writing skills of students through activities that kept all participants engaged and active; emphasized building confidence in conversing
* Prepared original curricula and teaching materials, as well as extra-curricular ESL activities

**ESL Teacher, Grades Seven and Eight,** *Sichuan Nanchong High School, Nanchong, China, 2008-09 school year*

* Provided high-energy lessons to Chinese seventh and eighth-grade students, focusing on topics from American life and culture
* Organized and taught an advanced, discussion-based class to a small group of ninth and tenth grade students at their request

**ESL Teacher, Grades Six through Nine,** *Raduga School, Ulaanbaatar, Mongolia,2007-08 school year.*

* Taught oral and written English skills to Mongolian students; ninth-grade students finished the year with strong foundational essay-writing skills and new confidence expressing themselves in written English

**ESL Teacher (Adults),** *Santis Educational Services, Ulaanbaatar, Mongolia, 9/2006 to 3/2007*

* Provided one-on-one and group ESL instruction for a wide variety of Mongolian professionals including teachers, government officials, and embassy personnel, as well as on-site classes for organizations such as the Open Society Institute. Offered promotion to assistant director position at newly opened branch

**ESL Teacher, Grades Three through Five,** *Qinghai Oil Field Education Center, Qili Zhen, China, 2005-06 school year*

**Education**

**Reed College,** Portland, OR, BA, Chinese, May 2013

* Researched, wrote, and defended a year-long undergraduate thesis
* In-depth coursework in a variety of literatures including English.
* Mandarin Chinese through fourth-year level

**Honors**

**National Merit Commended Student,** 2001

**Reed College Faculty Commendation for Excellence,** 2013

***References Available upon Request***