**Stacy Ann Williams**

Ph. (519) 256-6246/ (519) 890-5559

stacyann\_williams@yahoo.ca

**Attention: Simon Hoggett**

**Re: Language Instructor Position**

Please accept this letter as a formal application for the position of **Language Instructor.** I believe that the skills, experience and knowledge I have acquired through teaching, formal education, volunteer and work experience makes me an excellent candidate.

I am a positive, self motivated, organized, goal and task oriented individual. My work ethic comprises of dedication, diligence, respect and passion to ensure that the foundation of my work consists of quality and substance. In addition, I am a reliable, adaptable, responsible individual who not only exemplifies extraordinary leadership qualities but also is an outstanding team player. These qualities tend to shine through and act as an asset for any institution I represent.

I have completed my Bachelor’s Degree in Sociology from the University of Windsor. I possess an Early Childhood Education diploma from St. Clair College and I am also TESOL certified. In addition to my formal education, I have over 13 years of teaching experience of which 4 years were overseas. I have worked with both small and large groups of students of various ages, ethnicities, cultures and professional backgrounds. Through these experiences I learned various assessment methods which highlighted the most significant needs for the class as well as for the individual.

In my previous employment positions as a Language Instructor and an Early Childhood Educator in South Korea and Japan, I was responsible for developing and implementing English conversation/language development courses and programs for students from preschool to the university level. I was accountable for the daily management of numerous licensed programs such as TESOL, TEFL and TOEIC, in addition to documentation such as progress reports, report cards, developmental and learning achievement, as well as course and student evaluations.

As a University Language Instructor at Konkuk University Language Institute and General Education, I became knowledgeable in creating and implementing educational curricula for a specified subject or course. I also created and taught developmental procedures and curriculum fundamentals for academic professionals. Further, I have a great deal of experience with developing and maintaining positive and successful community partnerships. I have found the high-quality rapport built with these individuals to be personally and professionally beneficial.

I am confident that I have met the requirements for the position as **a Language Instructor** and I Iook forward to the opportunity for an interview. I have enclosed a resume with further details to give you an idea of my potential for making a valuable contribution to your institution. Please contact me at (519)256-6246 or (519)890-5559. I look forward to hearing from you so that we may discuss this opportunity further.

Thank you.

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**PROFESSIONAL PROFILE**

* 10 years of teaching experience in working with people of different ages, cultural diversity and ethnicities, genders and various disabilities
* 4 years experience in teaching English as a second language, selecting materials/books and resources for developing and teaching English courses.
* 3 years experience in creating and implementing TOEIC/TEFL test preparation classes for listening and speaking
* 4 years experience in developing and teaching Preschool and elementary school English language development programs using fun and interactive activities
* 3 years experience in creating, developing and teaching courses in English to prepare high school and university students for the work force, various academic programs and institutions. Topics include: employability skills, interview skills, career/academic planning, development and research skills, resume writing, etc.
* 3 years supervisory experience
* Excellent administrative, case and file management skills
* 1 year of management experience
* 5 years of event planning and coordination experience
* Experience in social and public relations
* Exceptional interpersonal skills
* 3 years of experience in the support of applied learning programs, academic counselling, career counselling, employment counselling and referrals as a liaison with various high school academic program coordinators to develop and implement programs for “At-Risk” students.
* Direct experience working with youths as a mentor and leadership trainer in various high schools in Ontario, Canada
* 4 years experience of facilitating professional development training programs and workshops
* Experience in filling out and maintaining daily/weekly/monthly progress reports and report cards
* Exceptional organization, multi-tasking, research and presentation skills
* Excellent conflict resolution and negotiation skills
* Exceptional ability to work independently and as part of a team
* Excellent verbal and written communication skills
* Proficient in Microsoft Word, Excel, Power Point, Outlook, Acrobat Reader, Internet, E-Mail

**EDUCATION**

GLOBAL ENGLISH TESOL DISTANCE EDUCATION COURSE On-line

**TESOL certification 2007**

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY Windsor, ON

**Early Childhood Education Diploma**  **2001**

UNIVERSITY OF WINDSOR Windsor, ON

**Bachelor of Arts Degree in Sociology**  **2000**

**PROFESSIONAL EXPERIENCE**

Konkuk University Language Institute/General Education Chungju City, Korea

**Language Instructor**  **2007 – 2009**

Konkuk University Children’s House/Early Childhood Centre Chungju City, Korea

**Language Instructor/Early Childhood Educator 2007 – 2009**

ESL Jr. English Academy Chungju City, Korea

**English Teacher 2006 – 2007**

Children’s Rehabilitation Centre Windsor, ON

**Early Childhood Educator/Support Worker 2005 – 2006**

Family Respite Centre Windsor, ON

**Life skills Coach 2005 – 2006**

Delta Chi Early Childhood Centre Windsor, ON

**Early Childhood Educator** **2005 – 2006**

Nova Language Institute Osaka, Japan

**Language Instructor**  **2004 – 2005**

Sundowners Childcare and Resource Centre Windsor, ON

**Early Childhood Educator** **2000 – 2004**

University of Windsor Office for Part-time University Students (OPUS) Windsor, ON

**Administrative Assistant 1997 – 1999**

**VOLUNTEER EXPERIENCE**

Windsor/Essex YMCAWindsor, ON

**Preschool &Youth Program Counsellor 2001 – 2004**

Sigma Phi Beta Sorority Incorporated, University Windsor Chapter Windsor, ON

**Vice President/ active member 1998 – 2004**

Caribbean Student Association Windsor, ON

**Social Director/ Youth Mentor/Member 1999 – 2000**

Caribbean Association Centre Windsor, ON

**Volunteer / Dance Instructor/Youth Mentor** **1998 – 2000**

**INTERESTS**

Volleyball, poi, scuba diving, snorkeling, 5 pin bowling, drawing, puzzles and traveling

**REFERENCES AVAILABLE UPON REQUEST**