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| |  | | --- | | **William H. Lee**  **Citizenship : USA ▪ Date of Birth : 18 September 1979** | |  |
| |  | | --- | | **Address** | | 159 South Pitt Street Apt.3 Carlisle, PA, 17013 USA | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | To secure a position in a challenging work environment where my unique set of experiences, skills, and education enables me to make a positive contribution | | **Availability** | September 2013 | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **2012** | **TEFL Certification - *“Master’s Diploma (120 Hours)”***  Bridge – Linguatec TEFL On-line Course | | **2005 to 2006** | **PA Teacher Certification**  Wilson College, Teacher Intern Program, Chambersburg, PA | | **1997 to 2003** | **Bachelor of Science - *“Kinesiology”***  Penn State University, School of Health and Human Development, State College, PA | | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **Sogang Language Program, Pyeongtaek, Korea** |  | | **English Teacher** | **September 2012 – May 2013** | | * Taught children of all skill levels ranging from kindergarten to middle school; * Maintained a classroom environment that was both stimulating and encouraging; * Created monthly lesson plans that promoted academic growth; * Effectively assessed each student’s progress, adjusted teaching methods accordingly, and prepared monthly progress reports for parents; * Instituted positive classroom management strategies and disciplinary programs that properly handled behavioral issues; * Developed great working relationships with co-teachers that resulted in efficient classroom adjustments; | | | **Young’s Supermarket, Harrisburg, PA** |  | | **Manager** | **June 2003 - August 2012** | | * Primary spokesperson for all business affairs; * Addressed all customer service issues and supervised employee training programs; * Responsible for weekly bank deposits and all other bank transactions; * Maintained, ordered, and stocked inventory applying cost control strategies; * Developed relationships with customers, venders, and co-workers; * In charge of marketing and business development functions;   **Penn State University, State College, PA**  **Intern – Disability Recreation & Ability Athletics January 2003 – May 2003**   * Assisted in the training of two Penn State Ability Athletes; * Mentored developmentally challenged teens specifically in a pool setting; * Designed, presented, and implemented an exercise program at a local nursing home; * Educated and motivated senior citizens in a weight training program; | | | | |
| |  | | --- | | **Computer Skills** | | **Computer Skills** Proficient with Microsoft Word, Excel, and PowerPoint |  |  | | --- | | **Activities and Interests** | | |  |  | | --- | --- | | **Sports** | Black Belt Tae Kwon Do, Avid golfer, Skiing, Flag Football | | **Coaching** | Youth YMCA basketball, Volunteer Pee Wee Football, Special Olympics volunteer | | **Traveling** | Canada, Mexico, Jamaica, Dominican Republic, Italy | | | |
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