1524 Emerson Drive

Mount Joy, PA 17552

(717) 492-4119

alexbradlee1@gmail.com

Alex B. Mosesman

|  |  |  |
| --- | --- | --- |
| Related Work EXPERIENCE |   | English Teacher, MAC ENGLISH INSTitute (Yongin)2013 – 2014* Specialized in teaching an online English program to elementary school classes
* Designed and implemented a complete and effective curriculum based on the program’s resources
* Conducted Phone English sessions
* Designed curricula, monthly tests, and other materials using computer software.

English teacher, western language institute (Suwon)2011 – 2012* Taught elementary and middle school classes
* Provided supplementary materials
* Wrote report cards for all students

English teacher, Jungchul (songdo)2010 – 2011* Taught elementary and middle school classes, as well as adult English discussion classes
* Taught international school preparatory classes
* Designed sample exams and interview questions for international school classes

English teacher, (ils) International language school (Yongin)2009 – 2010* Taught kindergarten and elementary school classes
* Designed teaching materials including assessment tests, supplementary materials, and art projects, using computer software
* Specialized in teaching science to all kindergarten classes

English teacher, (SLP) sogang language program (Suwon)2007 – 2008* Taught English classes ranging from kindergarten through middle school
* Composed highly-detailed lesson plans
* Designed monthly test papers and constructed class materials
 |
| Education |  | The Pennsylvania state university – university park – college of communicationsBachelor of Arts Degree, Media Studies / Minor – American Studies, (conferred 2006) |
| Relevant Courses |  | Computer Graphics and Design | Computer Science, Video/Film making and Editing | Film Theory and Criticism | Political Economy of Communications | Mass Media and the Public  |
| Additional work experience |  | **Audio/visual tech / Event Staff, the nittany lion inn (State college, pa)**2004 – 2007* Supervised other employees ensuring all tasks were fully and successfully executed
* Duties included setting up audio/visual equipment for conferences, as well

 as tables, risers, projectors, portable screens, and other devices * Established and maintained good oral communication with co-workers, personnel, and guests

**Store clerk / shift manager, wild card retailer (State college, pa)**2002 – 2007* Served as clerk and cashier, as well as acting manager in the absence of the General Manager
* Duties included opening and closing the shop, counting and depositing all money transactions and keeping track of all records
* provided quality customer service, as well as stocking and inventory
 |
| skills and qualifications |  | * Experience in conducting both children and adults in a classroom environment
* Adaptive to varying workplace methods and policies
* Good organizational, verbal, interpersonal, and writing skills
* Proficient in writing lesson plans and developing supplementary materials
* Proficient in various computer software programs, including Microsoft Office applications (e.g. Word, Excel, PowerPoint) and various Adobe desktop and video editing programs (e.g. Photoshop, Illustrator, Premiere, InDesign)
* Extensive background in graphic design, film editing, and web design (e.g. HTML, CSS, Javascript)
 |
| interests |  | Reading | traveling | graphic design | music production | the outdoors | photography | personal fitness |
| references |  |  \*Furnished upon request |