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| **James Terrell Durrance****16111 Central Plank Road, Eclectic, Alabama****Phone: 1-334-541-4656****terrell007@hotmail.com** |
|  | Professional ProfileI am a talented certified instructor with 10 years *international* experience planning and teaching English in Australia, Japan, South Korea, and Taiwan in support of educational goals and objectives. Key Qualifications**Ten years** extensive experience teaching English, Business English, IELTS, TOEIC, TOEFL, General English, and ELICOS in Japan, Australia, South Korea & Taiwan. I designed, created, and instructed English lessons using a wide variety of teaching aids, motivational, and implementation strategies to engage students in active learning based on educational objectives, ease of use, and fun.**Certified Instructor** from an accredited licensing agency.**Assistant Director & Academic Manager** for ESLA Institute (English as a Second Language – Australia) located in Melbourne, Australia.**Excellent oral and written communication skills** developed while teaching English composition and business communication throughout Asia.**Outstanding interpersonal skills** when dealing with demanding students, management, and coworkers.**Planning and Organizational skills** that balance work, team support, and deadline responsibilities in a timely and professional manner.**Problem Solving** requires the ability to approach issues in a methodical and logical manner with internal and external partners to find appropriate solutions to maintain a high level of quality and efficiency.**Computer Skills** proficient with MS word, excel, and very adept at making use of teaching tools and support using available online materials. Professional Experience**March 2010 – February 2011 ESLA Institute** **Melbourne, Australia** **Assistant Director / Academic Manager*** Course selection, planning, execution, and instruction for IELTS, Business English, General English, English for Academic Purposes, Travel, Conversation, and Hospitality.
* Staff scheduling, teacher training, and development.
* Academic Manager.
* VRQA, ESOS, NEAS, & CRICOS Compliance Manager.

April 2009 - ****March 2010**** GnB English Academy Seoul, South Korea**English Instructor*** Developed and implemented daily and unit lesson plans for elementary and Jr. high school aged students, administered tests and evaluations, and analyzed student performance.
* Conducted group/individual reading, writing, and speaking activities.
* Fostered a fun classroom environment conducive to learning and promoting excellent student/teacher interaction.
* Participated in faculty conferences.
* Responsible in assisting with all other classroom and administrative duties.

April 2004- December 2007 Interac Co. Chiba, Japan**Assistant Language Teacher** * Developed and implemented daily and unit lesson plans in public school systems for elementary, Junior High, and Senior High school students, administered testing, tracked and analyzed class performance.
* Conducted English club activities and speech contest preparation.
* Developed excellent rapport with students and staff members.
* Fostered a fun classroom environment conducive to learning and promoting excellent student engagement.
* Responsible in assisting with all other classroom and administrative duties.
* Attended regular developmental meetings with various Boards of Education throughout the Chiba area.

**October 2001-April 2004 Nova English Schools** **Tokyo, Japan****English Instructor*** Nova Kids Program Coordinator& Administrator.
* TOEIC and TOEFL Instruction.
* Kids Group Classes.
* Conversation Classes (Group and MxM).
* Developed and implemented daily and unit lesson plans for children, teens, and adults.
* Conducted group and one-on-one reading, writing, and speaking activities.

 Education**Bachelor of Business Management / International Marketing**, 1999UNIVERSITY OF ALABAMA Commerce and Business Administration, Tuscaloosa, Alabama, USA**Certified Instructor**, 1996National Center for Construction Education and Research**International Marketing & Distribution,** 1997-1998 **KANSAI UNIVERSITY**, **Osaka, Japan****Business Law Program,** 1994 TROY STATE UNIVERSITY Montgomery, Alabama **Yoshukai Karate Kobudo Martial Arts Instructor Certification,** 1991-Present Montgomery, Alabama, USA**World Aiki-kai (Aikido)** 2004- Present Tokyo, Japan**World Judo Association,** 2005-presentTokyo, Japan |