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**GARRETT LOWELL HILLYER**

**OBJECTIVE:** Use my extensive ESL/TEFL teaching experience, excellent communication skills, strong work ethic, and passion for education to contribute to the success of your school

**EDUCATION**

**Florida Atlantic University, Boca Raton, FL**

**Bachelor of Arts, History, May 2012,** **GPA: 3.6/4.0**

*Honors:* Graduated Cum Laude

**EXPERIENCE**

**Volunteer Teacher, Manu’a High School, Ta’u, American Samoa,** July 2012 - June 2013

* Taught Social Studies courses, including US History, US Government, World History, and World Geography, to ESL students in grades 9-12.
* Independently developed a curriculum for courses in areas where I had no previous experience, including American Samoa History, American Samoa Government, Criminal Justice, and Current Issues
* Effectively planned and executed lessons, set overarching student achievement goals, managed personalities within a classroom setting, served as a positive role model for students
* Coordinated projects for island-wide National History Day competition and successfully chaperoned 5 students throughout the archipelago’s main island over a period of four days
* Adapted to working and living in meager conditions, with little supplies and few amenities
* Established strong rapport with both students and fellow staff members

**Circulation Department, FAU S.E. Wimberly Library, Boca Raton, FL,** October 2011 – May 2012

* Assisted patrons with material check-outs and returns, shelved books, added new patrons to the library’s database, renewed patron memberships
* Effectively communicated with patrons, answered questions and provided a positive experience
* Worked effectively within a teaming environment

**Temporary Researcher, Media Matters for America, Washington, DC,** January 2011-August 2011

* Worked as an intern for three months and was subsequently hired as a Temporary Researcher for an additional three months
* Effectively researched and compiled specifically formatted documents that assisted the website’s writers, consistently met tight deadlines, updated and maintained various databases
* Gained proficiency in Microsoft Office programs as well as research databases including LexisNexis

**SPECIAL SKILLS:**

*ESL Experience:* Successfully taught ESL students while simultaneously adapting to new culture

*Leadership:* Excellent public speaking skills, strong ability to establish rapport with students

*Computer*:Proficient in Microsoft Office programs (Word, Excel, PowerPoint, and Outlook)

*Language*: Basic understanding of Spanish, currently taking courses to become fluent

*Grading*: Experience with various grading systems and techniques that accurately assess students

8314 Vintage Drive

Orlando, FL 32835

407-346-2639

ghillyer@fau.edu

September 5, 2013

To whom it may concern:

I returned to Orlando less than a month ago after teaching overseas in American Samoa for one year. In American Samoa, I taught Social Studies courses at the high school level while successfully managing classroom time, creating lesson plans, meeting rigid objectives, and developing strong rapport with my students. In addition to my experience teaching multiple History courses, I also taught an SAT Prep course to 20 senior-level students, covering Math, Reading, and Writing sections. I worked with my seniors using lessons that introduced new material, activities that allowed them to practice their learning, and assessments that tested their overall mastery of the material. Upon receiving their SAT scores after taking my course and comparing them with their previous scores, it was clear that almost every student improved and gained confidence in their ability to take the SAT and do well.

I feel that I bring the kind of teaching experience that few other candidates can offer. Teaching overseas in an underdeveloped country gave me the opportunity to grow as a result of overcoming numerous obstacles. Despite a lack of resources and assistance, I effectively managed my classroom and met teaching standards and objectives, all while teaching to students who spoke very little English. In addition, I gained experience teaching material that I was not entirely familiar with, and teaching it effectively. I taught US History, US Government, World Geography, and World History, all of which I have a background in. However, I was also responsible for courses such as American Samoa History, American Samoa Government, Criminal Justice, and Current Issues, all of which were new to me. I had to study and gain expertise in these areas in a very short time in order to effectively communicate the material to my students.

I am excited for the opportunity to work with young people and use my communication skills and knowledge to help students improve their grades, test scores, and study skills. I would make it a personal goal to also improve their confidence in their academic ability and overall interest in education.

I have attached my resume, and if you need any additional information or have any questions please do not hesitate to contact me at 407-346-2639. I am available to start work immediately. Thank you for your time and consideration, and I look forward to speaking with you soon.

Sincerely,

Garrett Lowell Hillyer