****

Linda Y. Lee

**UCLA Graduate School of Education & Information Studies,**

**California Clear teaching credential, UCLA BA English with Honors,**

**four years education experience including EFL/ESL overseas**

Education & Training

MA Theology June 2009 3.3 GPA

Fuller Theological Seminary, Pasadena CA

California Teaching Credential June 2002 4.0 GPA

UCLA Graduate School of Education & Information Studies , Los Angeles CA

BA English June 1997 3.6 Latin Honors

University of California Los Angeles, Los Angeles CA

Work Experience

Online English Instructor Mar 2014-Aug 2014
IUC (International Ubiquitous Education Consortium), Seoul, South Korea

* Online English language instruction program for elementary grade levels 3-6
* Developing speaking skills, vocabulary, grammar and writing in interactive online lessons
* Guiding reading exercises and reading comprehension practice and skills through online activities
* Utilizing national Korean educational designated English curriculum for test preparation

English Kindergarten Teacher, Sep 2012- Feb 2013

Yesung Kindergarten, Gyeonggi, South Korea

* Integrating phonics instruction in kindergarten English program for ages 6 to 7
* Phonics Book, Reading Book, Chatter Book Story course curriculum and media
* After school classes in Storytelling and Intensive Reading for ages 5 through 7
* Developing emerging reading and language skills through conversation, reading, writing and storytelling

English Instructor, Jul 2012- Aug 2012

ICON Institute, Gyeonggi, South Korea

* Elementary, Middle school and High school level English as a Second Language instruction
* Curriculum application and development, in class discussion and homework review
* Reading and reading comprehension, grammar, writing and composition skills
* TOEFL Junior mock test practice and language level testing, listening, reading, grammar

Kindergarten Teacher, Sep 2004- Jun 2005

Ravenswood City School District, East Palo Alto, CA

* Provided comprehensive subject matter classroom instruction for kindergarten grade level in multiple subjects based on California state standards.
* Practiced research based ESL methods, language testing, language acquisition and phonology awareness instruction.
* Prepared students for advancement in reading, language arts, social studies and science through subject integrated lessons.

Computer Lab Teacher, Oct 2003-Jun 2004

Ravenswood City School District, East Palo Alto, CA

* Provided computer lab instruction for elementary and middle school level grades 4-8.
* Implemented computer technology program applying software developed for supplemental reading and language arts curriculum.
* Assisted IT department in offering school wide technology support for laptop, desktop, printers, software and telecommunications.

Youth Program Director, Sep 2000- Dec 2001

Canaan Presbyterian Youth Group, Santa Ana, CA

* Served as youth director for middle, high school and college group in local Korean American youth ministry.
* Led weekly worship services including messages and worship music program, supervised monthly bible study sessions and extracurricular activities.
* Assisted in curriculum and program development, coordinating with Lead and Associate Pastors to create quality educational program for youth.

English Instructor, Jun 2001-Jul 2001

OMF International, Dunhuang, China

* English as a second language instructor for 20 middle school students in summer intensive language immersion program hosted by local ministry of education.
* Lead instruction in grammar, writing, listening and speaking and coordinate extracurricular language activities and events.
* Provide English conversation sessions for native high school language instructors collaborating with ESL high school teachers.

English Instructor, Nov 1998-Jun 1999

Three Trees English School/All Nations Language Institute, Seoul, Korea

* English language instructor and tutor for kindergarten through high school grade levels.
* Lead dynamic morning kindergarten program teaching music, phonics, spelling and conversation skills.
* Provide comprehensive instruction in listening, speaking, reading, writing and grammar for all grade levels through high school.

Additional Experience

English Editor, Korea Techno Agency, Seoul, South Korea

Writing Specialist, US Law Group, Glenview IL

Administrative Coordinator, YNOT Foundation, Los Angeles CA

Customer Service Administrator, Highel Inc., Irvine CA

Administrative Assistant, United Exchange Corp., Cerritos CA

Computer & Technical Skills

Operating Systems: Windows, Mac

Hardware: Scanners, Modems, CD-ROMs, Memory, Printers, Digital Cameras, LCD Projectors, Zip Drives

General Software: Office Suite, Adobe

Internet Software: Internet Explorer

Presentation Software: PowerPoint