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**Matthew Walter Reed**

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OBJECTIVE To find a position as an ESL/EFL Teacher in the Seoul area.

SKILLS **Organization**

• Designed curriculums and lesson plans for various levels, focusing primarily on writing

and speaking. (*Avalon*, *JLS, G1230, Wonderland, ECC*)

• Administered admissions and placement test for students (*Wonderland*)

• Helped to plan and organize various holiday and theme activities. (*Wonderland, ECC*)

**Personnel and Management**

• Assisted Supervisor with interviewing and hiring of foreign teachers (*Wonderland*)

• Co-operated with Korean teachers to assist in student education (*Avalon, JLS, G1230, Wonderland*)

• Oversaw a staff of five (5) employees (*Wonderland*)

**Administrative**

• Wrote and distributed student evaluations based on skills and behavior (*Avalon*, *JLS, Wonderland, DeSisto*)

• Assisted with the planning and execution of Field Trips and Activities (*Wonderland*)

**Technical**

• Proficient in Word Processing – 40+ WPM

• Proficient in PowerPoint Design

• Basic written and oral Korean language skills

• Have extensive records of ESL materials created during my career

**International**

• Lived in Korea for over seven (7) years

WORK Avalon English Bucheon June 2012 – current

ESL Instructor (Reference: Rosa Yang 011-9728-5600)

Jeong Sang Language School (JLS) Incheon July 2009 – August 2011

Head ESL Instructor (Ref: Sunny Park 010-4767-3079)

North Incheon Wonderland/G1230 Gate March 2006 – Feb. 2009

EXPERIENCE ESL Instructor/Head Foreign Teacher (Ref: Sunny Park 010-4767-3079)

ECC Gumi; Gumi, South Korea April 2004 – Sep. 2005 ESL Instructor (Phone: 054-451-0509)

DeSisto School; Stockbridge, Massachusetts USA Oct. 2002 – July 2003

Teacher

School Districts Rhode Island, USA Sep. 2000– June. 2002

Substitute Teacher

AmeriCorps; Providence, Rhode Island Oct. 1999 – Sep 2000

Paid Volunteer

EDUCATION New School University; New York, NY USA May 1997

Bachelor of Arts in English (Creative Writing)

Major Grade Point Average (GPA): 3.30

TESOL Certified (100 hours)

(Certificate provided upon request)

REFERENCES Available Upon Request