Doria J. Garms-Sotelo

Pyeongtaek, Korea

010-2645-4763

dgarms\_2000@yahoo.com

**EDUCATION**

Masters of Education in TESOL

September 2013

Grand Canyon University, Phoenix, Arizona

Bachelor of Science in Computer Information Systems

March 2002

DeVry University, Atlanta, Georgia

Associate of Arts in Fashion Design

March 1995

American Intercontinental University, Atlanta, Georgia

**EMPLOYMENT HISTORY**

**Freelance Writer and Editor** various areas 2010 –

* Short story journal writer for countries visited all over the world.
* Currently writing a children’s book to be published in July.
* Published travel journals in THEAsiaN.
* Edited PowerPoint slides for sales associates in Europe

for Samsung products.

**Gubong Elementary School** Hwaseong City, Korea 2009 – 2010

* Administered grades 1 to 6.
* Encouraged students to compare answers in class and do role playing.
* Arts and crafts were implemented.
* Created games in English to encourage the students to speak more English to

 each other.

**Sun Moon University** Asan, Korea 2008 – 2009

* Orchestrated international students.
* Current events were debated on.
* Different places of the world were analyzed as well as the different kinds of food.

**Asan Project**

* Taught at a boy’s middle school.
* Motivated students to learn reading, writing, and conversational English.
* Students were organized into groups and encouraged to work together.
* Every effort was performed to make the class fun and suburb in English.

**Pochon CHA University** Pocheon, Korea 2007 – 2008

* Taught University level to medical school students.
* Students were taught conversational English, listening (lab), and reading and

writing.

* Explained how to write a good essay.
* Encouraged students to work in groups and compare answers with each other.
* Facilitated syllabi’s and exams with other English teachers.
* Provided advice on the scripts for the English Performance.

**Brighton English School** Jeonju, Korea 2006 – 2007

* Taught students how to make puppets and put on a puppet play.
* Educated students on how to use a compass and to find countries on the map.
* Explained how to write a resume and research on the web.
* Provided advice on how to write better resumes.
* Conducted advice on how to write better essays.
* Explained how to use Microsoft Word and instructed how to use the spell

 checker.

* Provided tips on saving money and investing.

**VOLUNTEER WORK**

**Angel House Orphanage** Goyang, Korea 2012 –

• Cared for mentally handicapped adults and children.

**Homeward Bound** Osan Airbase, Korea 2012 –

• Organized orphaned animals with other volunteers.

• Walked and cared for dogs, cats, and rabbits.

**Children’s Museum** Atlanta, Georgia 2006

* Administered safe learning experiences for Elementary school children.

**Peace Corps Training** Republic of Georgia 2003 – 2003

* Persuaded English teachers to initiate lesson plans to achieve schools’ goals.
* Expedited team teaching of grades 3 to 6.
* Coached students to learn more English.
* Translated Georgian to English for host family to become more familiar with the

language.

**DeVry University** Decatur, Georgia 1998 – 2002

Tae Kwon Do President

* Managed the Tae Kwon Do club, interviewed instructors, organized and

facilitated meetings.

* Organized car washes to raise money for classes.

Doria J. Garms-Sotelo

010-2645-4763

dgarms\_2000@yahoo.com

 standard teacher resume updated 01/26/2013