

# CHRISTINA TEA

---

## EXPERIENCE

### ENGLISH LANGUAGE INSTRUCTOR

*Chungdahm Learning, Seoul, South Korea*

*August 2016 - August 2017*

- Instruct students grade 3-8 in classes of up to 14
- Prepare classes that integrate reading and writing with mixed media
- Keep track of student development and creating personalized reports
- One on one tutoring to develop writing and test taking skills
- Teach TOEFL test taking skills and conducting practice tests

### SUBSTITUTE TEACHER

*Sanger Unified School District, Sanger, California*

*October 2015 - June 2016*

- Work with grades K-12 in classes of up to 35 students
- Execute lesson plans and adapt them on short notice
- Maintain attendance and behavior reports per school policy
- Participate in other school duties as requested (e.g. bus duty, school assemblies)

### YOUTH JOB PREP PROGRAM COORDINATOR

*PARCS Department, City of Fresno, California*

*October 2014 - July 2016*

- Instruct a job preparation course for high school students
- Create daily lesson plans and help students create professional portfolios
- Assist with coordinating events and field trips
- Catalogue attendance, schedules, and assignments for multiple classes
- Work with team members to assign tasks and manage schedules

## EDUCATION

### FRESNO STATE

*Fresno, CA — BA in English, May 2014*

Related coursework: creative writing, media writing, technical communications, literature surveys, film studies

## SKILLS

- Proficient in Microsoft Office, Google Apps and other productivity tools
- Strong verbal and written communication skills
- Managing various projects with different deadlines
- Adapting to new situations and independent problem solving
- Reviewing and editing academic papers and other texts
- Quickly researching information and identifying relevant information