

**Robert Abbruzzese**

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**Objective**

To contribute developed skills to a challenging full-time position as a **Teacher of English as a Second Language**.

**Personal Details**

Birth: 1967                      Marital Status: Single  
Citizenship: US                Native Tongue: English

**Education**

1995 Bachelor of Fine Art Degree (Film and Video Production)  
Rutgers University, New Brunswick, NJ, USA

**TEFL/TESL Training**

2006 Oxford Certificate in TESL, Pass Grade  
Oxford Seminars, New York

2007 Certificate in TOEFL iBT at ETS Propell Workshop, New York

**Summary of Qualifications**

- Exceptional communication, interpersonal, and organization skills.
- Self-motivated; able to set effective priorities to achieve immediate and long-term goals.
- Successfully completed teaching contracts in Taiwan and Japan.
- A resourceful, dependable, and detail oriented TESL professional with over ten years of experience.
- Adapt easily to new concepts and responsibilities.

**TEFL/TESL Experience****ELS LANGUAGE CENTERS, Philadelphia, PA, USA, ESL Teacher, 2007-present**

- Lead classes of international students going to undergraduate and graduate programs in the USA.
- Assist in monthly level placement testing of incoming students.
- Teach levels from beginner to advanced level in grammar, reading, writing, and listening.
- Create 2 fifty-minute lessons for afternoon classes: Academic Reading, Pre-TOEFL classes, Current Events, American Television, Vocabulary Building, Pronunciation, and Phonics.
- Have instructed iBT TOEFL, Writing Research Papers, and Masters' English; Select and use American novels in language studies classes.
- Design lesson materials, activities, and tests; Organize day trips to the courthouse to promote English.
- Update student files and complete progress reports in a timely manner.

**HARVEST INSTITUTE, Philadelphia, PA, USA, ESL Teacher, 2007-2008**

- Taught Brazilian adults English. Conducted testing and monitored student progress according to course curriculum.

**Conversational and Business Private Teacher and Tutor, Tokyo, Japan, 2006-2007**

- Instructed Japanese children from ages 6 to 12 at beginner and intermediate levels.
- Organized and oversaw a weekly reading workshop for adult learners using Graded Readers. Taught TOEIC to those in the business field.

**ELS LANGUAGE CENTERS, Tokyo, Japan, Teacher, 2002-2005**

- Taught all levels in an intensive adult program: lessons in grammar, speaking, reading, writing, listening, and pronunciation.
- Ran a multi-media (internet/video/audio) course. Tested, evaluated, counseled learners bi-weekly.
- Prepared students to study in 600 plus US colleges. Aided in essay writing, interviewing strategies, and making presentations.
- Taught primarily business English at the center in the evenings and Saturdays with some classes geared toward high school and junior high school students.

**GABA LANGUAGE SCHOOL, Tokyo, Japan, Business and Conversational Instructor, 2001-2002**

- Provided private lessons to business professionals. Maintained daily computer log to report student progress for review by Center Manager and co-teachers. Creatively adapted material to help improve fluency in real-life dialogs and situations.

**ELC LANGUAGES, New York, NY, USA, Teacher, 1999-2001**

- Organized theme-based lessons around areas such as, ordering meals, booking trips, and asking/giving directions; Built a dynamic communicative class environment for international adult students (the majority being from China) with a range of language needs.
- Privately taught primarily Latin-American and Japanese corporate/banking professionals in cross-cultural business practices, business presentations, and business writing.

**1998-1999 Teacher for adults and children, ELSI LANGUAGE SCHOOL, Taipei, Taiwan**

Successfully teamed with Taiwanese co-teachers in the instruction of children aged 5 to 14.

Helped in the improvement of grammar/style/flow in academic essays written by university students.

Created handouts and activities for the English Teacher Library. Taught university students and Taiwanese high school teachers in a special summer class.

**ELS LANGUAGE CENTERS, Riverdale, NY, USA, Teacher, 1996-1998**

- Responsible for giving oral, written, and listening tests for level placement.

- Taught TOEFL focusing on test preparation/time management skills/ understanding directions better.
- Developed lesson plans, created activities, and designed tests.
- Orchestrated field trips to museums and the part in order to interview native speakers of English.
- Cooperated with the AD and center supervisor in ensuring the constructive communication and efficient operation of the center.

**Hispanic-American Cultural Center, New Brunswick, NJ, USA, Volunteer ESL Teacher, 1994-1995**

- Saw marked improvement in basic language acquisition of Spanish speaking adult learners.
- Mentored new teachers by introducing them to center materials and guidelines.
- Organized two fund-raisers to help support the non-profit organization.

**Computer Skills:** Ms Excel, Microsoft Word, Powerpoint

**Associations:** Penn TESOL

**References furnished upon request.**