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Eunice Y. Lee

서울시 강남구 대치동 928-20, 203호(강남구 도곡로77길 27-3, 203호) •

**Education**

**YBM-Sisa** **TTP** **(Teachers Training Program)- Seoul, Korea** 3/ 2007

**University of Maryland, Baltimore Country**

TESOL Certificate (Teachers of English to Speakers of Other Languages) 12/ 2006

B.A., Graphic Design - Visual and Performing Arts 8/ 2002

**Experience**

SEOUL CHUNG-GYE ELEMENTARY SCHOOL *SEOUL, KOREA* 3/ 2013 to 2/ 2014

**English Teacher**

(Reference: Jessica 실장님 010.8977.0458)

* Lead a high-level English immersion program for over 50 students from grades 1 through 6 as one of three elite English teachers.
* Evaluate student performances; prepare monthly reports to parents; counsel parents and students on performance improvement measures.
* Create and develop curricula, lesson plans, and learning materials by integrating latest educational software and research.

SEOUL SAMJEONG ELEMENTARY SCHOOL *SEOUL, KOREA*  3/ 2012 to 5/ 2012

**Teacher, English Immersion Program**

YBM-SISA ENGLISH CENTERS FOR CHILDREN (ECC) *SEOUL, KOREA* 4/ 2007 to 3/ 2011

**English Instructor**

* Served as one of twenty English teachers for 300-400 kindergarten and elementary students.
* Planned and hosted school wide events such as speech contest, drama performance, spelling bee, field-trip, year-end performance and graduation.
* Supervised and managed 5-8 classes per day consisting of 8-14 students.
* Actively engaged with parents through counseling and face-to-face meetings on a monthly basis.
* Developed an American-style curriculum to include subjects such as Social Studies, Social Sciences, Drama, Western etiquette and Linguistics.
* Created and developed lesson plans, worksheets and materials to meet the need of all students.
* Emphasized dynamic cross-cultural activities to build better understanding of American culture.

**Private Instructor**  *MARYLAND, VIRGINIA, AND SEOUL, KOREA* 6/ 1995 to 5/ 2012

* Designed, planned, and provided private lessons in various academic subjects, including English, English as a Second Language (ESL), Korean, piano and art to over 40 students ages 5 – 50.
* Hand-picked by Samsung Seoul Hospital staff to teach conversational English to better server foreign patrons (one of the top three hospitals in South Korea with approximately 4,000 staff members).
* Served as Korean instructor for foreign nationals and non-Korean speaking co-workers.
* Offered private in-home teaching sessions to teach Korean, art and piano for children ranging from 5 to 10 years old.

**Graphic Designer, Freelance** *MARYLAND* 6/ 2001 to 8/ 2006

See additional portfolio

FAIRFAX COUNTY PUBLIC SCHOOLS *FALLS CHURCH, VA* 2/ 2001 to 11/ 2001

**Multilingual Registrar**

* Translated official documents from Korean to English for international students for school records.
* Mediated and provided interpretation services for newly-immigrated students’ educational transition into the U.S. school system.
* Coordinated exchange of correspondence and official records between parents and the Fairfax County school system and organized relevant documentation into county-wide database.

**Software Skills**

Windows, MAC

Microsoft Office Suite (Word, Excel, PowerPoint, MS Outlook)

Adobe Creative Suite (Photoshop, Illustrator, Director, QuarkXPress, Dreamweaver)