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**Kevan Rich**

312 South Main Street, Kingston, Illinois, USA

**Education**

Illinois College, Jacksonville, IL

Bachelor of Arts, May 2009

Majors: History (GPA: 3.973), English Writing (GPA: 3.885)

Cumulative GPA: 3.795

100-hour TEFL Certification through International TEFL Teacher Training, 2010

120-hour CELTA Certification through Teaching House, Chicago Campus, 2015

**Employment Experience**

I Sponge English Geomdan Campus, ESL Instructor, Incheon, South Korea, 2012-2015

* Served as a Kindergarten teacher. In the mornings I taught all subjects, including Language Arts, Math, Reading, and Science. I was also responsible for writing weekly comments and completing comprehensive student evaluations once per semester. My additional duties included serving a snack and lunch to my students each day and conducting bi-weekly phone teaching sessions.
* Served as an Elementary teacher. Each afternoon I taught four afterschool classes. The students’ skill levels ranged from Beginner to Advanced. The subjects included Reading Comprehension, Speaking Practice, and Writing.

ECC Pyongchon Campus, ESL Instructor, Anyang, South Korea, 2010-2011

* Served as a private English instructor at the Isu Engineering and Construction Company. There were two classes per day. The first was with a group of low to mid-level employees with varying ranges of experience with English. The second was a one-on-one tutoring session with President Jae-Woen Lee. The classes were primarily conversation based, with occasional reviews of English concepts as needed.
* Served as a Kindergarten and Elementary teacher. In the mornings I taught all subjects, including Language, Mathematics, Science, and Art, to a group of Kindergartners. In the afternoon I taught several different classes of elementary students. The subjects included Language, Debate, Social Studies, Science, and Reading Comprehension.

Casey’s General Store, Kitchen Clerk, Kingston, IL, 2010

* Responsible for taking pizza orders, preparing food, and cleaning.
* Other responsibilities include restocking coolers and assisting the cashier.

Illinois State Museum, Intern, Springfield, IL, 2007

* Library: Filed books, assigned Dewey numbers, found records, began a database directory for the paperwork of former Illinois State Museum Director Bruce McMillan.
* Editorial: Copy edited articles for *The Living Museum* magazine and the *Impressions* newsletter, helped with layout, and photo selection.

Illinois College Campus Writing Center, Consultant, Jacksonville, IL, 2006-2009

* Checked student’s papers for grammar, punctuation, organization, and spelling errors.
* Organized and filed syllabi and educational materials.
* Helped organize special events, including an annual conference.

Illinois College Charles E. Frank Oral History Project, Transcriber, Jacksonville, IL, 2008-2009

* Responsible for listening and transcribing taped interviews conducted by students in the Jacksonville area.
* Made copies of tapes, fact-checked all statements, and submitted revisions as per the request of Professor Steve Hochstadt, who directs the project.

Chartwells Dining Services, Student Worker, Jacksonville, IL, 2005-2008

* Line worker: Coordinated other, less-experienced workers on their tasks, kept line filled with food and clean at all times, and set up and served banquets and picnics.
* Additional duties involved managing the Uncommons Snack Bar on Saturdays, cooking, cleaning, and dealing with customers.

**Activities & Distinctions**

* Phi Beta Kappa Academic National Honor Fraternity, Epsilon Chapter.
* President of the Sigma Tau Delta English Honor Society, Rho Phi Chapter, 2008-2009.
* Member of the Phi Alpha Theta History Honor Society, Phi Alpha Chapter.
* Gamma Nu Literary Society.

Positions: President, Recording Secretary, Alumni Secretary, Corresponding Secretary, and Critic.

I gave numerous public presentations each semester.

* Student Representative to the Illinois College English Department, 2008-2009.
* Illinois College Representative to the Chicago Humanities Festival in 2008.
* Dean’s List every semester Freshman through Junior year.

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