BETH GLEASON

# #207, 975 Tranquille Road

# Kamloops, BC Canada V2B 3J6

tel: 250-554-2593 / email: oglesain@yahoo.ca

July 19th, 2010

Re: EFL/ESL Instructor, Korea

Dear Sir or Madam,

Your websites for EFL Teachers in Korea caught my attention. I am well qualified to apply for a position so attached is my résumé. Also included is a photo that was taken last week.

I can offer you maturity, wisdom, a passion for teaching EFL/ESL and a diverse background that includes experience as an instructor in Jinhae, Gyeongsangnam-do, Oaxaca México and as an English language assistant in Chibougamau, Québec. In these roles, I prepared and wrote lesson plans, exams and edited and graded papers for university and elementary and secondary school students. And I researched and implemented ESL classroom projects, activities, games and improvisations.

I also have experience as a volunteer tutor and social convenor working for and with new Canadians in multicultural settings. Additionally, my Canadian education includes a BASc in the social sciences, an after-degree in journalism – BJ - and a non-credit introductory course in teaching ESL/EFL from the University of Alberta Canada.

Finally, I am an enthusiastic, hard working employee who likes and enjoys working with Korean students of all ages.

Thank you for your time and consideration. I look forward to hearing from you.

Cordially,

Beth Gleason

encls.

BETH GLEASON

# 207 - 975 Tranquille Road

# Kamloops, British Columbia Canada V2B 3J6

tel: 001- 250-554-2593 email: oglesain@yahoo.ca

### TEACHING AND VOLUNTEER EXPERIENCE

* Two years experience as an English language instructor/assistant.
* Taught English to students, ages seven - 15 in South Korea. Developed and planned lessons, activities, exams and other educational materials. Prepared classes, evaluated and graded student’s progress, assessed textbooks and attended teacher’s meetings.
* Organised EFL classes for young adults, wrote and marked exams, researched EFL/ESL activities and spoke at a MEXTESOL conference for a university in southern México.
* Former member and volunteer for the KOTESOL Busan-Gyeongsangnam-do Chapter in Korea and MEXTESOL in México.
* Researched and instructed ESL classroom activities for Québec Canada secondary students learning English. Implemented successful teaching activities and games.
* Led a two hour class of ESL activities for adult students at an international college in Edmonton, Alberta Canada.
* Planned and led educational tours at a small, public museum in 2009.
* Volunteered as a YMCA English tutor and as a participant in a multicultural, social group at an immigrant services association. Assisted students with literature assignments and new Canadians with reading, writing and completing forms in English.
* Created educational programming and set up school exhibitions at a public art gallery. Liaised with primary and secondary students and teachers.

**EDUCATION AND ADMINISTRATION**

* After-degree in Journalism and an undergraduate liberal arts degree that include courses in: Writing, Copy Editing, Broadcasting, English, Dramatic Arts and the social sciences.
* Completed a non credit course entitled “Introduction to Teaching ESL/EFL” from the University of Alberta’s Faculty of Extension.
* Possess an extensive administrative background in a variety of public/customer service environments serving diverse clientele and giving them information and referrals.
* Professional, hard working, organised, friendly self-starter who needs little supervision.

**WORK HISTORY**

**Museum Coordinator**  2009

Calgary & Edmonton Railway Museum / Junior League of Edmonton, Alberta Canada

**English Language – EFL Instructor** 2008

Universidad de la Sierra Sur, Miahuatlán, Oaxaca México

**Administrative Support Professional** 2007-2008

Government of Alberta, Edmonton, Alberta Canada

**English Language – EFL Instructor**  2006

Ewha-ALS Institute, Jinhae, Gyeongsangnam-do, South Korea

**Office Assistant / Gardener / Cleaner** 2001-2006

Self - employment, Regina, Saskatchewan Canada

**Festival Coordinator / Office Assistant / Volunteer / Board Member** 1997-2000

Core Community Group, Regina, Saskatchewan Canada

### OTHER EXPERIENCE

**Student** (Microsoft Office 2007), Academy of Learning, Kamloops, British Columbia Canada

**Member and Speaker**, MEXTESOL and KOTESOL, Oaxaca, México and Busan, South Korea

**Language Assistant**, Official Languages Monitor Program, Chibougamau, Québec Canada

**Introduction to Teaching EFL/ESL,** University of Alberta Extension, Edmonton, Alberta Canada

**Volunteer**, New Neighbours, Edmonton Immigrant Services, Edmonton, Alberta Canada

**Education Coordinator**, Kamloops Public Art Gallery, Kamloops, British Columbia Canada

**CANADIAN EDUCATION**

**Bachelor of Arts & Science**University of Lethbridge Lethbridge, Alberta

**Bachelor of Journalism** University of King’s College Halifax, Nova Scotia

REFERENCES

Current references and letters of reference available on request.