

# Jane Smith

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## EDUCATION

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Sep 2012 – **Bachelor of Education, ABC University**  
June 2016 Primary/Junior Division

## CERTIFICATIONS

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Oct 2015 150-Hour TEFL Certificate  
June 2016 Additional Qualification ESL Part 1 Certificate

## TEACHING EXPERIENCE

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Sep 2016 – **English Teacher - Kindergarten**  
May 2017 *ABC English Academy – Seoul, South Korea*  
· Planned and conducted communicative and fun lessons for young learners.  
· Communicated with parents on students' progress on a weekly basis and outlined areas for improvement.

Sep 2014 – **Teacher Candidate, ESL Program, Grades 6-8**  
May 2015 *ABC Middle School, New York*  
· Designed communicative language lessons to motivate students to learn fundamentals of the English language  
· Promoted students interests by integrating various multi-media and technological resources to enhance student learning

## RELEVANT EXPERIENCE

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Aug 2015 **ABC Summer Camp – Head Counselor**  
· Designed and implemented weekly schedule + activities for camp group.  
· Organized and lead small and large group activities.  
· Maintained program records such as incident reports and attendance reports.

August 2014 - **Tutor – ABC Middle School Homework Club**  
Sep 2015 · Worked with At Risk Students that lacked home support or needed additional support to complete homework or classroom work.

May 2009 - **Classroom Assistant**  
Dec 2010 *ABC School, New York*  
· Assisted students with high physical and health needs ages 12-15 with hand-over-hand activities and classroom routines.