

Catherine M. Young
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Objective:

A position as private tutor of English as a Second Language (ESL) utilizing my experiences in teaching international students and business personnel.

Relevant Work Experience:

2008 to 2015 - Private ESL Tutor to International children and adults in West Akron, OH

- * Develop customized English lessons for one-on-one instruction with individuals from Japan, Korea, China, and Brazil; with consideration for English aptitude and age appropriateness.
- * Instruction in pronunciation, speaking and listening, grammar, writing and reading, idioms, vocabulary, current issues, and the American culture.
- * Host cross-cultural and language learning events in my home, restaurants, parks, and museums.

2001 to 2007, Neighborhood Christian Legal Clinic, Indianapolis, IN – Office Manager

- * Supervised and trained administrative staff; provided orientation of office procedures and clinic policies for volunteers and interns who interacted with clients from over 100 countries.
- * Managed documentation flow of immigration and asylum cases.

1968 to 1972, US Air Force Security Services, Telecommunications; tours of duty

- * Taiwan
- * Crete

Relevant Volunteer Experience:

2007 to 2015 - ESL Teacher, The Chapel, Akron, OH

- * Developed and published a two-year curriculum for advanced/Level 5 ESL class at The Chapel.
- * Taught advanced/Level 5 ESL class with students with languages of origin from over 20 countries in Asia, South America, and Eastern Europe.
- * Trained and managed 3-4 assistant teachers of the advanced/Level 5 ESL class.
- * Facilitated large group cross-cultural experiences.

2007 to 2008, Administrative Assistant for Volunteer Central, The Chapel, Akron, OH

Education:

2008 ESL Workshop, Cleveland, OH

2001 to 2007, Adult Continuing Education, Word, Excel, and Accounting Certificate
IUPUI, Indianapolis, IN
New Horizons Learning Center, Carmel, IN

Interests:

Golf, Cross Stitch, Reading, & Time with Family
Development of English as a Second Language teaching materials
Developing cross cultural relationships

References:

Todd Schreiner, Director International Ministries, The Chapel, Akron, OH	330.322.1830
Judy Wilkinson, ESL Coordinator, The Chapel, Akron, OH	330.633.8436
Naomi Carey, ESL Teacher, The Chapel, Akron, OH	330.923.1844