Robert Smith

English Lecturer

CONTACT DETAILS

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PERSONAL STATEMENT

Have been responsible for writing and editing articles and news releases, producing newsletters and e-newsletters, developing presentations, posters, displays, educational materials, videos, brochures, writing speeches, and managing website content for numerous businesses and publishing companies.

WORK EXPERIENCE

English Lecturer

ABC Corporation - 2015 – 2017

Responsibilities:

- Handled both Undergraduate and Post-graduate classes.
- Taught British literature, American literature, and Indian writing in English.
- Handled classes dealing with the characteristics of English, discussing it in the light of its dissimilarities with British English.
- Taught intensive English (all major processes) to first-year students.
- Provided extra tutelage in academic writing.
- Taught Research Writing to first-year students.
- Taught basic composition (foundation-level).

English Lecturer

Delta Corporation - 2011 – 2015

Responsibilities:

- Adhered to self-imposed timeline of lesson plans.
- Developed creative curriculum that was challenging and fun.
- Taught EFL (English as a Foreign Language) at leading technical university.
- Taught the Foundations English Course to incoming female university students.
- Worked with basic language acquisition skills, co-created curriculum for the new Fundamentals Course, and developed materials to support Special.
- Provided extra tutelage in academic writing.
- Taught Research Writing to first-year students.

Education

B.A. in History - (The University of Montana - Missoula, MT)

SKILLS

Writing, Research, Teaching, Translation, Editing, Proofreading, Basic HTML, Basic XML.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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