

# Riley Doe

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EXAMPLE@UIS.EDU

## EDUCATION

### University of Illinois at Springfield, Springfield, IL — *Bachelor of Arts in English*

AUGUST 20XX - MAY 20XX

Major: English

GPA 3.82/4.0

## EXPERIENCE

### Photography Assistant Internship — *Korean War National Museum, Springfield, IL*

- Photographed exhibits and museum events
- Edited photographs
- Assembled new displays and exhibits
- Assisted in exhibit promotion

### President — *UIS English Club*

- Coordinated monthly activities for 40 members
- Organized club promotion and attended promotional university events to recruit new members
- Planned and oversaw three major yearly events

### Big Brother — *Big Brothers Big Sisters*

- Acted as a role model and mentor to a “little brother”
- Planned monthly activities

## WORK HISTORY

### Building Blocks Preschool, Springfield, IL — *Teacher*

MONTH 20XX - PRESENT

Cared for a class of 22 students, created and organized daily class activities, assisted with billing

### Starbucks, Springfield, IL — *Shift Manager*

MONTH 20XX - MONTH 20XX

Oversaw six staff members in daily shift duties, provided excellent customer service to customers, increased sales from 2012 to 2014

## CAREER OBJECTIVE

A teaching position that prioritizes a deep understanding of the English language, a passion for creative education, and a love for children blooming from six years of childcare experience

## SKILLS

Fluent in Spanish

Computer Proficiencies include Microsoft Excel, Microsoft Word Processor, Adobe Photoshop, and Adobe Illustrator

Creative thinker, as well as experienced with DSLR cameras

Excellent written and verbal communication skills

Highly organizational and detail-oriented

## AWARDS

Dean's List: Fall 2013, Spring 2014, Fall 2014, Fall 2015, Spring 2016, Spring 2017

Alpha Phi Alpha: English Honorary

Starbucks: Employee of the Month, Excellent Customer Service

# English Instructor in China - Echo English Training School

USA Teachers

Posted: Sep 21, 2015

DIVISION N/A

APPROXIMATE 40

HOURS PER WEEK

POSITION TYPE Full-Time

COMPENSATION Monthly

TYPE

## DESCRIPTION

We're looking for motivated and responsible graduates of any major to teach English for Echo English Training School in China.

Primary responsibilities include teaching English lessons and preparing lesson plans.

Starting salary will be 5000-6000 Chinese RMB per month.

Airfare from China is provided.

Housing is provided (single furnished studio apt.)

National Health Care coverage.

Bachelor's Degree (or higher).

Must be a citizen of the United States.

Must have a valid passport.

Must have a clean criminal record.

\*USA Teachers is a 3rd Party Recruiting Agency which offers free placement for university graduates looking for the opportunity of teaching English in South Korea and China.

NO FEES are charged for our service.

\*If your resume is selected, you can expect an e-mail response within five business days. Please monitor your spam/filter folders to avoid missing potential correspondence. Please also be aware that if you use your school-provided e-mail address on your resume, this may be shut down shortly following graduation.

## DURATION

1 year contract (renewable)

## LOCATION

Nation Wide

no

City

Beijing

State/Province

Non-U.S.

Country

China

## QUALIFICATIONS

Bachelor's Degree (or higher).

Must be a citizen of the United States.

Must have a valid passport.

Must have a clean criminal record.

## DESIRED MAJORS

Accountancy, Botany, Biology / Science of the Environment, Biology /Pre-Medical, Business Administration, Business Administration /Management, Business Administration /Marketing, Chemistry, Chemistry /CHE-Biochemistry, Chemistry / Science of the Environment, Chemistry /Pre-Medical, Clinical Laboratory Science, Clinical Laboratory Science /Pre-Medical, Communication, Computer Science, Computer Science /Systems Security, Criminal Justice, Economics, English, English /Literary Studies, English /Education, English /Writing, History, History /Teacher Education - Secondary, History /European and World History, History /American History, History /Public History, History /Teacher Education - Elementary, Legal Studies, Legal Studies /LS-General Legal Studies, Legal Studies /LS-Legal Assistant, Legal Studies /Law for Social Workers and Human Services Professionals (Certificate), Liberal Studies, Management, Mathematical Sciences, Mathematical Sciences /Teacher Education - Secondary, Philosophy, Psychology, Psychology /PSY-Educational Psychology, Psychology /PSY-Individual Concentration Psy, Psychology /PSY-Clinical, Psychology /PSY-Clinical /Counseling Psy, Psychology /PSY-Developmental Psychology, Psychology /PSY-Experimental Psychology, Social Work, Educational Leadership, Educational Leadership /EdL-

WANT THIS JOB?

Apply

## IMPORTANT DATES

Posted On:

September 21, 2015

Applications Accepted Until:

November 23, 2015

RELATED RESOURCES

NACE Salary Calculator

HELP & SUPPORT

Send a Question or Comment



Educ Admin Certif Coursework, Educ Admin Certif Coursework/General Administrative, Educ Admin Certif Coursework/General Supervisory, Business Administration (MBA), Teacher Certification Coursewk, Teacher Certification Coursewk/Teacher Education – Secondary, Teacher Certification Coursewk/Teacher Education – Elementary, Legal Aspects of Education, Campus Graduate Certificate, Campus Graduate Certificate/Environmental Risk Assessment, Campus Graduate Certificate/Public Sector–Labor Relations, Campus Graduate Certificate/Systems Security, Campus Graduate Certificate/Law for Human Srv & Soc Work, Campus Graduate Certificate/Prof Dev Seq in Gerontology, Campus Graduate Certificate/Information Assurance, Campus Graduate Certificate/Women and Gender Studies, Campus Graduate Certificate/Business Process Management, Campus Graduate Certificate/Environmental Health, Campus Graduate Certificate/IT Project Management, Campus Graduate Certificate/Digital Organizations, Campus Graduate Certificate/Entrepreneurship, Campus Graduate Certificate/Human Resource Management, Campus Graduate Certificate/Practical Politics, Campus Graduate Certificate/GeographicInformationSystems, Campus Graduate Certificate/Business Intelligence, Liberal & Integrative Studies, Political Science, Political Science/PSC–Practical Politics, Political Science/PSC–Academic Politics, Political Science/Political Studies, Global Studies, Social Justice Professions, Visual Arts, Epidemiology, Sociology, Sociology/Anthropology, Alcoholism and Substance Abuse, Management of Non Profit Org, Sch Counsl–Guidance Coursework, Emerg Prep & Homeland Security, Community Health Education, Rhet, and Lang, Teaching English, Planning, Political Studies, Public Admin with Intnt Perspc, English as a Second Language, Community Planning, Non-degree, Non degree Graduate, Non degree Undergraduate

#### SALARY LEVEL

5-6000 Chinese RMB (approx 2.2k USD) + benefits (airfare, housing, completion bonus) 

#### CONTACT INFORMATION

**Employer:** USA Teachers

**Name:** Ms. Ashley D Fox

**Title:** Foreign Consultant

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446-569 Korea, Republic of

 [www.echoenglish.org/en/AboutUs.html](http://www.echoenglish.org/en/AboutUs.html)

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Brief History

Our Mission

Meet the Team

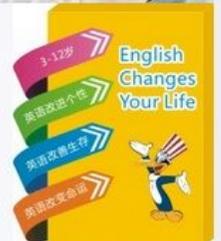
Your position: Echo English Dispatching Center >> About Us

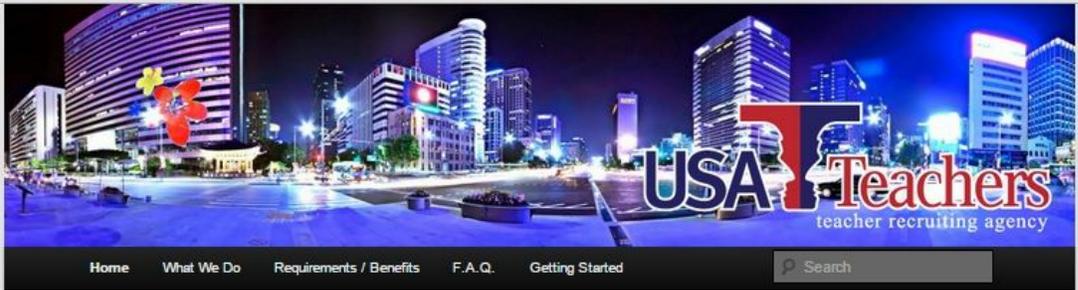
### Brief History

Echo English was originally founded under the name 'Jump Start Kids' in July 2007 by Barbara, a Canadian living in Hangzhou. Barbara's initial concept was to create a warm and playful world in which children could play, draw and sing songs alongside native English speaking foreign teachers, enabling them to grasp the English language easily. In this school there would be no arduous studying; only joyful and natural practice which would emulate the methods children use to learn their mother tongue. In 2008 Barbara had to return to Canada for personal reasons and she decided to entrust the school to her likeminded friend, Shirley Jin. In order to highlight the school's emphasis on oral English, Shirley Jin changed the name of the school to Echo English in 2009. Echo English currently has three campuses: Binjiang Campus, Xiaoshan Campus, and Rainbow City Campus. From humble beginnings where the only students at the school were Barbara's own children, Echo English's student body has grown to over a thousand students, all of whom stand testament to the styles and methods of Echo English.

Now through our consistent government recognition year by year as a quality institute providing quality teachers to our students we have been tasked to provide this same quality service to all of China. Our institute is now providing training and service to foreign experts not only in training campuses but throughout the Education sector. Our teachers now encompass training schools, high schools, junior high schools, primary schools, and universities across China.

If you are interested in seeing more follow this link to our [Photo Gallery](#)





## Teach English in Spectacular South Korea or China!

Welcome to USA Teachers!

USA Teachers is dedicated to providing fantastic opportunities to native English graduates wanting to teach overseas in South Korea and China. Our goal is to build a powerful bridge to connect the best teachers to the best schools.

We want people to know about the incredible opportunity offered to university graduates of any major to teach overseas in beautiful South Korea and China. We aim to find the best applicants and match them to well-established schools in a variety of destinations.



Teaching in Korea is an excellent chance to travel for free and gain valuable experience for the future.