

Ji Eun Lee

EDUCATION

University of Hawai'i at Manoa, B.A. Aug 2010 to present
Major in Second Language Studies. Minor in Korean.
(GPA: 3.85, Expected graduation: May 2013)

TEACHING EXPERIENCE

Korean language instructor Jan 2012 to present
Korean Cultural School (Honolulu, HI)

Teach Korean language (listening, reading, writing, and speaking skills) and contemporary culture (everyday life, movie, and music) in beginning and intermediate classes for local adults and for second and third generation Korean-American teenagers in order to improve their proficiency level. Create and adapt teaching materials for student-centered activities. Check homework and give feedback. Develop, administer, and grade tests.
Design curriculum.

Private tutor May 2011 to Dec 2012
(Honolulu, HI)

Taught English (phonics, reading, and writing skills) and math to bilingual (Korean and English) students (from 1st to 12th graders)

Korean language instructor Aug 2009 to Dec 2011
Aiea Korean Culture School (Aiea, HI)

Taught Korean language (listening, reading, writing, and speaking skills) and contemporary culture (music) in beginning classes for second and third generation Korean-American teenagers. Created and adapted teaching materials. Checked homework and gave feedback. Developed, administered, and graded tests. Designed curriculum.

OTHER PROFESSIONAL EXPERIENCE

Office assistant Dec 2012 to present
Korean Language Flagship Center at University of Hawai`i at Manoa (Honolulu, HI)

Helped the Korean Language Flagship Center faculty and staff with general office tasks, such as typing, filing, and photocopying; translating, proofreading, and editing documents; compiling records and materials; and preparing and carrying out tasks for various events.

Church media team member Aug 2009 to Aug 2011
Aiea Korean United Methodist Church (Aiea, HI)

Worked with computer software, such as Microsoft programs, for Sunday worship service.

Student helper Jan 2008 to Dec 2009
Aiea Public Library (Aiea, HI)

Helped librarians with maintaining library stacks, assisting international patrons in locating library materials in different languages, and performing other related duties.

AWARDS, HONORS, AND SCHOLARSHIPS

Awards:

Award for Next-Generation Teachers 2011
from *the Hawaii Association for Korean Schools*

Honors:

Dean's List 2010 to present
at *University of Hawai`i at Manoa (Honolulu, HI)*

Scholarships:

The Seattle Foundation Scholarship 2010 to present
Palama Scholarship 2012
Center for Korean Studies at University of Hawai`i Scholarship 2010
Hawai`i Korean Chamber of Commerce Scholarship 2010

CERTIFICATIONS AND OTHER SKILLS

Certified by:

The Hawaii Association for Korean Schools

for participating Annual Teachers Seminar and Workshop

Human Resources Development Service of Korea

for Craftsman Information Processing (being proficient in using Visual Basic computer software program for web design)

The Korea Chamber of Commerce & Industry

for Computer Skills (being proficient in using Microsoft Excel)

Language-related:

Korean (native language)

English (second language - advanced)

Spanish (foreign language - beginning)

Computer-related:

Proficient in Microsoft PowerPoint, Word, and Excel. Familiar with other technologies for education purpose, such as SMART Board and Blackboard Collaborate.

INTERESTS**Professional:**

Curriculum design, materials development, teaching, and testing

Personal:

Photography and travel (I have been to Korea, Japan, China, the Philippines, and the United States.)

REFERENCES

Available upon request