

## Résumé for Mathew James WATKINS

7986 Graham Avenue  
Burnaby, BC  
Canada V3N 1V9

### Useful Skills

- Engaging students in English, playing games with elementary-school students and, with middle-school students, favouring topics that are interesting to adolescents.
- Fixing grammar
- Teaching English on both an elementary, middle-school, and technical level
- Leading others, experienced from teaching and coaching

### Accomplishments

- Co-wrote and edited a user's guide for a Skype application on Samsung TVs
- Contributed a grammar guide for technical writing at Art System Technology

### Work Experience

*Oct. 12–Aug. 13*  
Full time

#### ESL Instructor

#### **Guseong Elementary School**

Taught vocabulary reading, speaking, phonics, and grammar. Mostly I got students to apply their new vocabulary.



*Dec. 11–Jul. 12*  
Full time

#### ESL Speaking Instructor

#### **Korea POLY School**

Taught reading, speaking, phonics, grammar, and social studies. Mostly, the students read stories and we discussed the content and how it applies to their lives.



*Jan. 11–Dec. 11*  
Part time (freelance)

#### Technical Editor

#### **Art System Technology**

Edited and wrote technically and taught technical writing. Most of my work involved reviewing technical documents (such as user's manuals for Samsung Electronics). When AST had to write a user's manual for an X-ray machine, I was asked to especially ensure that the information was clear and precise. Other work included editing letters and assessing the English of job applicants.



*Jul. 11– Aug. 11*  
Full time

#### Enumerator

#### **Statistics Canada**

Collected censuses and related forms. I persuaded residents to complete the forms by explaining the benefits the data can bring to their community and also by sometimes asserting the authority of the Statistics Act.



Statistics  
Canada

*Dec. 08–Nov. 09*  
Full time

#### ESL Speaking Instructor

#### **Pagoda Junior Bupyeong**

Taught speaking. The students practiced out loud the English they learned from their Korean English teachers, and I corrected mistakes, with emphasis on pronunciation.



## Education

In progress

### **British Columbia Institute of Technology**

Bachelor of Science, Environmental Engineering Technology  
Specialized in the atmosphere and energy

2012

### **Ontesol.com, Inc.**

100-hour TESOL Certificate - Certificate of Educational Studies in TESOL  
Accredited by The Accreditation Council for TESOL Distance Education Courses and TESL Canada

2008

### **University of British Columbia**

Bachelor of Science, General Science

Includes life sciences and earth and ocean sciences, in addition to a minor in English language

## Awards and Honours

- Named employee of the week two times at AST
- Received first place in the 2004 Splashdown lifeguard competition
- Competed at the provincials with four different relay teams and in three individual events for the Abbotsford Whalers swim team
- Competed at the provincials for the Yale Secondary swim team in grade twelve
- Received an honour-roll certificate for grade 12 at Yale Secondary

## Personal

- Born in 1983
- Canadian citizen
- Extracurricular activity: studies Korean at Green Hagwon; danced for three years in the UBC Salsa Club; wrote for The Cascade, a paper at the University College of the Fraser Valley (now UFV)

## Volunteer

*Apr. 11–Sep. 11*

Thank-You-Call Volunteer

### **The David Suzuki Foundation**

Called donors to thank them for their donations and mailed donors to welcome them to the foundation or to notify them of problems processing their donations. I tended to take my time on the phone (to demonstrate that donors are worth the foundation's time) and work quickly processing mail (for the sake of productivity), though I always double-check everything.

## References

Available upon request

Thank you for considering my résumé.

Sincerely,

Date, May 19, 2014



Mathew WATKINS

