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**Annie Youngeun Choi**

 **D.O.B:** July 24, 1983

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| **EDUCATION**  |

 **Savannah College of Art and Design** (Savannah, Georgia, U.S.A) **[2001-2005]**

Bachelor of Fine Arts in Photography

**Norcross High School** (Norcross, Georgia, U.S.A) **[1997-2001]**

**Summerour Middle School** (Norcross, Georgia, U.S.A) **[1995-1997]**

**P.S. 20Q** (Flushing, New York, U.S.A) **[1991-1995]**

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|  **WORK EXPERIENCE**  |

**The Princeton Review** (Samseong-dong, Seoul, Korea) **[2008- 2014]**

***SPEP Head Teacher/Program Coordinator***

Managed, coordinated and supervised instructors and classes

Responsible for monthly orientation for new Intensive Program class openings

Created and conducted various theme-based presentations in English for corporate clients and business professionals

In-charge of monthly report/analysis of Intensive Program

Collaborated with highly efficient program architects, content innovation teams, academic coordinating

staff and corporate trainers to ensure timely meeting of deadlines and implementation of materials

 ***SPEP R&D Program Architect/Corporate Trainer***

Managed multiple program development projects simultaneously by prioritizing deadlines

Managed workflow for maximum efficiency for R&D staff

Created speaking-focused textbook curriculum & content across all adult ESL levels (basic ~ advanced

Developed new language & skills-focused business communication programs, textbooks, activities and training materials

Developed and delivered content and materials utilizing skills in instructional design, program design & development, and teaching methodologies

Planed, developed and facilitated instructor training, recalibration training, seminars and workshops on new teaching methods/techniques & textbooks/materials

 ***SPEP Business English Instructor***

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Taught business professionals who need to improve their speaking abilities for work and job-related responsibilities

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Taught SPEP 1:1 Coaching classes

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Taught SPEP In-Company small group discussion classes

Taught SPEP Intensive Program (The Manager Course, The Expatriate Pool Course, The Expatriate Pre departure Course

***English Instructor***

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Taught basic, intermediate and advanced English conversation

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Taught English listening program (News, movie & sitcom)

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Developed and prepared curriculums for listening class

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Maintained monthly class report and record students’ progress

**Speaking Proficiency Assessment (SPA) Committee**

(Samseong-dong, Seoul, Korea) **[2008-2010]**

***SPA Interviewer and Evaluator***

Interviewed test takers in person

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Gave accurate scores for the speaking test

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Researched and developed testing curriculums

**nPagoda.com** (Seocho-dong, Seoul, Korea) **[2007]**

 *English Instructor*

Recorded 40 short clip videos of basic English conversation program (톡톡 터지는 영어회화 Wanna Talk 1)

**Pagoda Institute** (Changchun-dong, Seoul, Korea) **[2006-2008]**

Taught Basic and Intermediate English conversation to different age groups

Taught English Listening program (Movie & Sitcom) and Pronunciation to different age groups

Developed English listening curriculums for the listening class

Created worksheets to supplement lessons

Taught various class sizes from 1:1 to 35 students per class

**Hantrust Real Estate Investment Company** (Atlanta, Georgia, U.S.A) **[2005-2006]**

*Art Director*

Created work portfolio for the company

Performed wide range of tasks for file management

Organized documents and updated database

**Others**

Taught conversation class for employees at Barun Law Firm [2010-2011]

Taught listening class for employees at JC Penney Korea [2008-2011]

Taught 1:1 lessons to business professionals [2007-2011]

Taught English speaking, listening, writing and reading to Korean high school students [2006-2008]

Translated Korean architectural booklet to English for Heerim Architects & Planners [2008]

Taught English speaking, listening, writing and reading to international college students [2001-2005]

Taught Korean speaking to Non-Korean speakers [1999-2005]

Taught American Public School Curriculum to 6th graders [1999-2000

**Skills**

Fluent in both English and Korean

Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher)

Able to work independently a multi-task environment, as well as part of a team

Proficient in Adobe Photoshop

Self-starter with strong sense of ownership and ability to work autonomously