

Annie Youngeun Choi

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EDUCATION

Savannah College of Art and Design (Savannah, Georgia, U.S.A) - Bachelor of Fine Arts in Photography	[2001-2005]
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]

WORK EXPERIENCE

The Princeton Review (Samseong-dong, Seoul, Korea) <i>SPEP Head Teacher/Program Coordinator</i> <ul style="list-style-type: none">● 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 <i>SPEP R&D Program Architect/Corporate Trainer</i> <ul style="list-style-type: none">● 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● Planned, developed and facilitated instructor training, recalibration training, seminars and workshops on new teaching methods/techniques & textbooks/materials <i>SPEP Business English Instructor</i> <ul style="list-style-type: none">● Taught business professionals who need to improve their speaking abilities for work and job-related responsibilities.● Taught SPEP 1:1 Coaching classes● Taught SPEP In-Company small group discussion classes● Taught SPEP Intensive Program (The Manager Course, The Expatriate Pool Course, The Expatriate Pre-departure Course) <i>English Instructor</i> <ul style="list-style-type: none">● Taught basic, intermediate and advanced English conversation● Taught English listening program (News, movie & sitcom)● Developed and prepared curriculums for listening class● Maintained monthly class report and record students' progress	[2008- 2014]
Speaking Proficiency Assessment (SPA) Committee (Samseong-dong, Seoul, Korea) <i>SPA Interviewer and Evaluator</i> <ul style="list-style-type: none">● Interviewed test takers in person● Gave accurate scores for the speaking test● Researched and developed testing curriculums	[2008-2010]
nPagoda.com (Seocho-dong, Seoul, Korea) <i>English Instructor</i>	[2007]

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

Pagoda Institute (Changchun-dong, Seoul, Korea)

[2006-2008]

English Instructor

- 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)
- Proficient in Adobe Photoshop
- Able to work independently a multi-task environment, as well as part of a team
- Self-starter with strong sense of ownership and ability to work autonomously