**RUSSELL S. LERNER**

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[shawnrml@yahoo.com](mailto:shawnrml@yahoo.com" \t "_blank)

**Academic ESL Instructor/ Business Professor /Educator**

Dynamic teaching professional with over 13 years of experience in Europe and in the USA.

Language instructional experience in a variety of settings - corporate, university, public/private school, institutes, and academies.

A proven self-developed methodology and curriculum that promotes successful language learners.

A creative, resourceful teacher with proven ability to enhance students’ performance.

**Education and Qualifications**

* **University of Texas at Tyler**, Tyler Texas

Masters in English, Expected Graduation Spring of 2014

* **Texas Teachers Alternative Certification** February 2014
* **Schiller International University,** Heidelberg**,** Germany,

Master in Business Administration

* **University of Houston-Downtown**, Houston, Texas,

B.S. Interdisciplinary Studies in Social Sciences,

* **Houston Community College**, Houston, Texas,

Associates in Art in Urban Education,

* **Cambridge University, Bell Institute, Warsaw, Poland**

Certificate of English Language Teaching to Adults

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| **ESL Instructor, Houston Community College, Central, Houston, Texas** | **January 2014 to Present** |

* Adjunct Professor of Academic English as a Second Language & Intensive English, all courses and levels.
* ESL Department on call substitute, teaching all levels of ESL and ESOL courses

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| **ESL Instructor, Community College of Qatar, Doha, Qatar** | **Sept 2011 to Dec 2013** |

* Designed proper programs and curriculum to match requirements and abilities of students.
* Provided supplemental in-class and cooperative ESL support to students, developing and implementing diverse syllabi to effectively meet the needs of each student'**s** learning style and ability.
* Served as a member of both ESL Grammar and Writing Assessment Committee.
* Wrote both Final Exams for level 3 and 4 Reading classes, while also working on the curriculum for both levels as well.

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| **ESL Instructor, Houston Community College, Central, Houston, Texas** | **January 2011 to Sept 2012** |

* Academic English as a Second Language & Intensive English, all courses and levels.
* ESL Department on call substitute, teaching all levels of ESL and ESOL courses.
* Volunteer tutor for all levels of the ESL and ESOL Department.

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| **Public Relations/ Marketing Manager, Burghli Homes, Houston, Texas** | **June 2011 to Feb 2012** |

* Planned and managed projects ensuring successful completion within the given deadline and budget specifications.
* Managed all aspects of event planning with focus on every detail of the project to ensure successful execution.
* Maintained relationships with clients and team members; developed new businesses and accounts; and handled all aspects of Request for Proposal contracts.

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| **Corporate Language Trainer and ESL Instructor, Skills Inc. Language School, Strasbourg, France** | **July 2007 to Nov 2010** |

* Taught the basics of Business English, plus also professional presentations, running business meetings and seminars, negotiations, intercultural sensitivity and specialized reading for business text.
* Instruction of oral English, grammar, advanced word meaning and reading comprehension, business terminology, business English and etiquette, vocabulary and word meaning in context, business letter and resume writing, interoffice email and memorandums.

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| **Public Relations Officer, Skills Inc. Language School, Strasbourg, France** | **Oct 2007 to Nov 2010** |

* In charge of communicating information between the company or organizations and the public, especially for marketing purposes.
* Monitored the opinions and needs of the clients and reported these concerns to management in order to improve the quality of services provided.
* Served as a liaison between the companies that had contracts for language learning and answered any questions and or solved any problems that occurred.

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| **Camp Counselor and EFL Instructor, Exsportise Sports and Language Camp, England** | **July to August 2008, 2009** |

* Duties included teaching ESL to foreign students and maintaining paperwork, testing and assessments of the students that meet the British Council and BAPA standards.
* Responsible for classroom management, planning, preparing and delivering lessons to a range of level and age groups ranging from 10**-**16 years old.
* Prepared and set tests, examination papers, and exercises to show progress made by students over the summer courses.

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| **Lecturer in English (Lecteur d'anglais),** CFL (Centre de formation en langues ) University of Strasbourg**,** France | **Oct 2007 to April 2008** |

* Specialized in Reading Comprehension for Understanding College level reading.
* Organized, implemented and monitored programs and assessments for the ESL Department Graduate students in order to improve their level of English based on Lectures given first in French and then by me in English.
* Created and prepared learning material for courses and devised relevant practical activities with regards to Social Sciences lectures.
* In all courses I was responsible for the setting and correction of coursework and played an active role in the examination process.

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| **English Teaching Assistant (Assistant de langue), Lycée Kleber, Strasbourg, France** | **Oct 2007 to April 2008** |

* Presented subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
* Discussed assigned duties with classroom teachers in order to coordinate instructional efforts.
* Prepared lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review.
* Created a volunteer after school reading program for students needing help

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| **Teaching Assistant, HISD No Child Left Behind Program, J. Will Jones Elementary, Houston, Texas** | **Oct 2006 to April 2007** |

* Worked with both the Bilingual and ESL department, helping lower level students have a better understanding of the English language.
* Assessed students’ needs through testing and observation. Duties included assessing children and using the results to plan effective instruction.
* Administered tests to students for program evaluation

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| **English teaching Assistant, Lycee Louis Marchal, Molsheim, France** | **Oct 2005 to June 2006** |

* Lead conversation classes for French secondary school students, concentrated instruction in pronunciation, culture and oral expression
* Improved pupils' communication skills (in particular oral skills) and develop their knowledge of a different society and culture.
* Supported the work of the language department in the by leading activities independently with small groups of pupils and one on one situations

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| **ESL Instructor Interparla Language Institute, Kehl, Germany** | **June 2004 to Dec 2004** |

* Developed a curriculum based classes geared towards Business English training of professionals working in companies around Germany, including Bosch, Imperial Tobacco and Siemens.

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| **ESL Instructor Greenwich School of English, Warsaw, Poland** | **Sept 2003 to Feb 2004** |

* Taught a range of courses from general language of Business to specific industry and professional courses.
* Specialized in individual one on one classes with clients such as AIG Poland, American Express, and Ernst and Young and other business professionals working with English based companies.

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| **ESL Instructor, Methodist College, Lublin, Poland** | **Jan 2002 to Sept 2003** |

* ESL Instructor for Cambridge based exam starting with the First Certificate to CAE and IELTS.
* Started a TOEFL based workshop as well as held weekly cultural awareness class for students and teachers.

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| **ESL Instructor and Examiner, Well Done English Language School, Lublin, Poland** | **Aug 2001 to Aug 2003** |

* Provided instruction in high intermediate level, Cambridge system.
* Led students through reviews and administered testing for IFCE (First Certificate in English), CAE ([Certificate in Advanced English](http://en.wikipedia.org/wiki/Certificate_in_Advanced_English)), CPE ([Certificate of Proficiency in English](http://en.wikipedia.org/wiki/Certificate_of_Proficiency_in_English)), and BEC (Business English Certificate)

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| **Owner and Director of Studies, ECC (English Communication Center), Lublin, Poland** | **Oct 2001 to Feb 2004** |

* Owner and operator and Director of Studies for a small one on one ESL school with a focus on college level students, business professionals and lecturers at the Medical academy in Lublin.
* Oversaw to 3 employees that worked with me to provide a premier service to students at all levels and positions.
* Created a tutorial based program aimed at helping students to qualify to study overseas in the UK as well as the USA.

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| **ESOL Faculty Member, North Lake College, Dallas, Texas** | **Jan 2001 to Aug 2001** |

* Instructed adult students in functional communication strategies emphasizing oral fluency, business and general writing skills
* Taught all levels of ESOL, and all subjects, main focus on Reading, Speaking and Grammar
* ESOL0044—Level 4 Reading**,** ESOL0031—Level 1 Listening/Speaking, ESOL0032—Level 2 Listening/Speaking

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| **ESL Instructor , Empik English School, Lublin, Poland** | **Jan 1999 to Dec 2000** |

* Taught students of all ages (High school and college) preparatory courses organized by the University of Cambridge ESOL.
* These exams included ESOL: FCE, CAE, CPE, BEC, IELTS as well as TOEFL.

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| **ESL Instructor, Methodist College, Lublin, Poland** | **Feb 1999 to Dec 2000** |

* ESL Instructor for Cambridge based exam starting with the First Certificate to CAE and IELTS.
* Started a TOEFL based workshop and as well Held weekly cultural awareness class for students and teachers

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| **ESL Instructor and Assistant Lecturing Professor, MBA Program, Lublin Business School, Lublin, Poland** | **Sept 1998 to May 1999** |

* Worked with the students to help maintain a high level of English as well as Lectured Business courses in English as guided by the full time professors.
* Hosted monthly events offering an amazing opportunity to network and gain business insights from an exceptionally wide variety of people and business organizations.

**Additional Skills and Knowledge**

* Sales Positions : Worked at Silver Etc. as Regional Sales Manager, held a Sales Position at River Oaks Chrysler Plymouth, and was also a waiter and trainer for various upscale restaurants in the Houston area.
* **Computer Skills:** Microsoft Word, Excel, Power Point
* **Languages**: Moderate knowledge of German, French, Polish, Spanish.