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| **Timothy John (T.J.) Stapleton** |
| “He demonstrates tremendous insights, creativity, knowledge holding himself to high rigor [and] academic standards. An example of this was his initiative in taking my advice on a paper he worked on in class, went through several revisions, submitted to a referred journal and eventually got it published. In my 17 years at UST, and of the students I taught, only Timothy Stapleton has published his work while finishing his masters. I cannot say enough of how much I enjoyed working with Mr. Timothy Stapleton, his demeanor, intellect, passion and work ethic and how these are excellent qualities that will help him thrive [. . .]”--Former research professor in Graduate school, Professor Gonzalez | ***Professional Profile***Career background includes education, marketing, sales, payroll administration, daily management, and community development. * Capable of detailed record keeping.
* Avid reader and writer.

*Education*M.Ed. Dual Language (TESOL) EducationUniversity of Saint Thomas in Houston, T.X. 2011B.A. English Literature & CommunicationsFort Lewis College in Durango, Colorado 2005CertificationsTESOL, Expired Real Estate License from New Mexico & Texas***Employment****Houston Community College Houston, T.X.* *Intermittent Adjunct Professor Fall 2011-Present* * *Taught communication, reading and writing ESL classes at the college level.*

*Rice University Houston, T.X.*  *Intermittent Adjunct Professor/Consultant September 2012-2018* * *Taught reading, grammar and writing classes to international students.*

*Central New Mexico Community College Albuquerque, N.M* *Adjunct Professor Summer 2019* * Taught reading, grammar and writing classes to ESL students.

 *Rio Grande High School September Albuquerque, N.M.* *High School ELA Teacher 2018-May 2019* * *Taught English language development courses to ELL students.*
* *Created lesson plans and delivered lessons.*
* *Recorded grades, edited student’s written work and developed syllabi.*

*Alhakeeka LLC./Sifa Inc. Houston, T.X.* *Lead Sales/Managing Member October 2014-May 2018* * *Coordinated daily schedules based on number of products sold.*
* *Managed schedules with Google Calendar and other web-based tools.*
* *Ran payroll bi-weekly.*
* *Provided daily customer support and service.*
* *Managed critical decisions and daily problems. See Yelp Review Link:*
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|  | *The Village School Houston, T.X.* *English Language Learner Specialist October 2013-October 2014** *Taught English language development courses to ELL students.*
* *Created lesson plans and delivered lessons.*
* *Edited student’s written work and collaborated with teachers and assisted international students and their families to achieve in a rigorous all-English academic setting.*

***Hobbies*** *Volunteered for and completed Peace Corps Training in Jamaica from May 2007 to August 2007 but returned home due to family crisis (brother died prematurely). I continue doing community building service in the United States through a program sponsored by the Baha’i Ruhi Institute, which facilitates the educational and spiritual advancement of children, youth and adults in communities worldwide.* ***References*** *Manuel Ramos/Program Manager CE Intensive English Program HCC**Manuel.ramos@hccs.edu* *713-718-7582**Walter Wagner/Auxiliary Board Member of the Ruhi Institute* *wwagner@abmamericas.org 713-444-6495* *Margaret Eomurian/HCC Division Chair of GUST, ESL* *Margaret.eomurian@hccs.edu 713-718-6675* *Kathleen Sayers/ Director of ESL Program Rice University* *kaysay@rice.edu 713-348-4019* |
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