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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) Education  University of Saint Thomas in Houston, T.X. 2011  B.A. English Literature & Communications  Fort Lewis College in Durango, Colorado 2005  Certifications  TESOL, 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:* |
|  | *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*](mailto: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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