

Charles H. Wetzel

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PERSONAL INFORMATION

Date of Birth: October 24, 1986
Nationality: United States of America
Visa Status: I have the (relatively new) Engineer/Specialist in Humanities/Int'l Services Status of Residence (在留資格: 技術・人文知識・国際業務) in Japan until May 25, 2017 (extendable)
Marital Status: Single

OBJECTIVE

A position as an English teacher or other position making use of my skills

EDUCATION (degrees are listed first, certificates/diplomas second)

Degrees:

Excelsior College, School of Liberal Arts*, completion**: October 23, 2010
School of Liberal Arts (Excelsior College), New York
GPA: 3.76 / 4.00 (Magna Cum Laude)
Completed a Bachelor of Science degree in Liberal Studies with Depths in History and Korean.
Earned and financed 100% of college education and expenses

Excelsior College, School of Liberal Arts*, completion**: May, 2009
School of Liberal Arts (Excelsior College), New York
GPA: 3.77 / 4.00 (received High Honors)
Completed an AA degree in Liberal Arts with an Area of Focus (AOF) in History and an AOF in Korean.
Earned and financed 100% of college education and expenses

Certificates/Diplomas (please note that certificates/diplomas requiring only one course/test are listed under "SKILLS," next to the specific skills that they represent):

Business Management Department, Northern Virginia Community College*, confer date: August 11, 2013
Northern Virginia Community College Extended Learning Institute, Virginia
Plan GPA: 4.000 / 4.000
Completed a Career Studies Certificate in Business Information Technology
Earned and financed 100% of college education and expenses

The Korean Language Institute, the Institute of Language Research and Education, Yonsei University (연세대학교 한국어학당, 延世大學校韓國語學堂), graduation: June, 2008
Following graduation, took and passed two consecutive semesters of Advanced courses specifically for graduates.
Korean Language Institute (Yonsei University), Seoul
Earned and financed 100% of college education and expenses

Robinson Secondary School, graduation with Advanced Studies Diploma: June, 2005
Robinson Secondary School, Fairfax, VA
SAT Score: 1440/1600
Grade Average: B+

Something with an asterisk () next to it means I completed it while living in Asia, by distance, from an accredited college or university (more information: <http://resume.charles-wetzel.com/more_information.html>).

***"Completion" means when the courses/exams were all finished. The completion date and the graduation date may differ slightly.

SKILLS

English Teaching:

- Native speaker of American English (raised near Washington, D.C.)

- CELTA certified (120-hour Teaching English as a Foreign Language [TEFL] certificate for teaching adults, earned at the IGSE (International Graduate School of English, 국제영어대학원대학교) in Dunchon-dong, Korea, issued by Cambridge University), 2007
- CTEYL certified (50-hour Certificate for the Teaching of English to Young Learners), 2012
- TOEIC (which I took so I could better empathize with my business English students at Fujitsu, J-Devices, and Alte Meister): 975 (Listening: 495, Reading: 480)
- Skills in understanding East Asian culture and living successfully in East Asia: have lived in East Asia for ~15 years (more than half my life), including:
 - Approximately five years in Seoul, South Korea
 - Approximately three years in Hong Kong Special Administrative Region, China
 - Approximately 1½ years in Kaohsiung, Taiwan
 - Approximately five years in Japan (~2 years in Yokkaichi City, Mie Prefecture, ~1½ years in Utsunomiya City, Tochigi Prefecture, and ~1 year in Aizu-Wakamatsu City, Fukushima Prefecture)

Other Linguistics:

- KLPT (Korean Language Proficiency Test [세계한국말인증시험, 世界韓國말認證試驗] taken April 26, 2009) Level: 5 (5급, 五級, advanced, vocabulary of 6,000+ words)
- JLPT (Japanese Language Proficiency Test Level N2 [日本語能力試験 N2], taken December 6, 2015): ~6,000 words, hiragana, and katakana: Vocabulary Grade: A, Grammar Grade: A
- Kanji Kentei 4-kyū (漢字検定四級, the official test of Sino-Japanese characters [kanji] in Japan, taken June 20, 2014): Passed, which certifies knowledge of 1,322 kanji

Other:

- Knowledge of Japanese history (took UMUC HIST 482, History of Japan to 1800, in Kadena, Okinawa under Professor Kishō Azama, for personal interest [not required for degree], grade: A)

EXPERIENCE

- English Teacher (Fukushima, Japan)**, with Windmill English Center (official British spelling: Centre, Japanese: ウィンドミルイングリッシュセンター) (teaching primarily adults), Fukushima, Japan, April, 2015-August, 2016
- Signed a 16-month contract (April 14, 2015-August 13, 2016), contract complete
 - Worked at the Nakajima-machi main office and was also dispatched to Alte Meister (a company that crafts Buddhist altars and Buddhist altar equipment) and Fujitsu
 - Manager: Junko Holland
 - Taught mainly adults (business English and general English), but also some children from late kindergarten to high school age
 - Had games and activities to make the lessons more interesting, and did lots of curriculum development (created and filed many worksheets, visuals, games, etc. into the school's files and network-attached storage for other teachers' use—sharing rather than hoarding)
 - Made lesson plans, which were sometimes reviewed by the head teacher
 - Checked and corrected workbooks and other writing assignments, and checked and corrected essays for a young man to prepare for Temple University Japan's entrance examination (he passed)
 - Translated a lengthy document for Texas Instruments from Japanese to English (this was considered separate from my teaching duties and therefore paid separately as a translation)
 - Coached speech contest students as well as a Texas Instruments employee about how to give effective speeches
 - Gave lessons to prepare students for TOEIC and interviews for the Eiken
 - Prepared for and helped out at Halloween, Christmas (as Santa Claus), Flower Viewing parties as well as our field trip to British Hills, an event at Ikki Elementary School, etc. I taught the children knife safety and how to whittle marshmallow roasting sticks at the barbecue party. The Halloween party involved making an Akabeko (the city's legendary red cow) costume painstakingly by hand using cardboard, paint, etc. I also helped out with Easter egg hunts, watermelon smashing, etc.
 - Taught from various textbooks including New Headway (Beginner, Elementary, and Pre-Intermediate), English Land 1 & 2, Business Venture 1 & 2, New Inside Out (Intermediate), International Express (Intermediate), Storyfun for Flyers, and Macmillan English 1 & 2

- English Teacher (Utsunomiya, Japan)**, with Utsunomiya English Center (宇都宮イングリッシュセンター) (teaching kindergarteners to senior citizens), Utsunomiya, Japan, September 2013-March 2015
- UEC dispatched me to a private elementary school and junior high school (I was a full-time ALT [Assistant Language Teacher] for a year, and I also taught kindergarten on the same campus).
 - I was dispatched to Honda Engineering, Sumitomo Densō, and the YMCA, where I taught English.
 - I taught business English and conversational English, mostly to adults at UEC headquarters (Manager: Hideo Muramatsu).
 - I taught English at the Teikyō University branch campus in Kawarazuka.
 - As an ALT, I led/helped with the English club, preparing original, fun lessons such as a Christmas advent calendar craft class, a pirate treasure hunt with a treasure chest and clues on parchment that took them all over the school grounds, etc.
 - Taught the entire 6th grade how to make Norwegian pancakes during a special English cooking lesson for Parents' Day.
 - As an ALT, I assisted with and attended school events such as the Culture Festival, the sweet potato picking field trip, the Sports Festival, etc.
 - Planned lessons
 - Checked and corrected workbooks and diaries

- In general, I taught from the Let's Go series, Hi Friends 1 & 2, Talk and Talk Book 1 and 2, the New Crown Series, the American (or New) Headway series, Business Venture 1 & 2, English for the Automobile Industry, and Let's Talk About It: 1000 Topics for Conversation.

English Conversation School Teacher (Yokkaichi, Japan), with Big Apple International School of English (ビッグアップル英会話スクール) (taught all ages from newborn babies to 65 years old), Yokkaichi, Japan, March 2011-August 2013

- I worked at the main school in Yokkaichi (manager: Kaori Nakamura)
- I taught all ages. My students ranged in age from babies to 60-somethings.
- I greatly increased the number of adult students at our school, from only two when I started to eight when I left. My retention rate was 100% for adult students (except for adults who moved away from Mie Prefecture).
- To make the classes more fun for younger students, I made a series of 52 classroom games (one for each week of the year).
- To make the learning of their weekly calendar quiz words more fun, I created a piece of software, called "Big Apple Word Search," which allows students to do word searches with their weekly calendar quiz words (randomly-generated so the word searches are different almost every time). The program contains all 366 calendar quiz words for 2012, is written in BASIC (551 lines of code), and is available to all enrolled Big Apple International School of English students upon request.
- Planned lessons
- Checked and corrected workbooks and diaries
- In general, I taught using the Kid's Talk, Let's Go, New Interchange, and Let's Talk About It: 1000 Questions for Conversation textbooks, though I sometimes taught from other textbooks, as well.
- Prepared and hosted each year's Halloween and Christmas parties including planning games and arts & crafts activities for those parties
- Extensive advertising functions: gave free trial lessons, Big Apple Special Lessons, assisted the manager with running the advertising booth on most Wednesdays on the first floor of the mall, handed out fliers in the mall, proofread and wrote parts of advertisements, wrote articles for the Big Apple newsletters, etc.
- Big Apple Kindergarten — Ms. Nakamura and I gave English lessons at Kishida Kindergarten.
- Webmaster of the Big Apple Web site — I used HTML, FTP, and other basic technologies to keep our Web site current and also had the idea to move the Web site to a new server. I assisted the manager with this, and now she is paying 50% less than before for Web hosting.
- I recruited the new English teacher, after posting three advertisements and giving seven interviews. Then I trained him.
- About one year later, when that teacher was finished, I returned to the school for a few days to fill in and help recruit the new teacher. I interviewed several candidates and we hired a new teacher.

Part-Time (working online) Korean to English Translator (the company is located in Seoul, South Korea), with Gate Tong (게이트통), Over the Internet, January 2011-January 2012

- Did Korean-English translations
- Did proofreading
- Did paraphrasing
- Worked on projects for various large organizations such as Hyundai and Korea University

English Teacher (Kaohsiung, Taiwan), with Amigo School (私立阿米格英語短期補習班) as my primary ARC-sponsoring school (I taught children full-time, as well as substitute teaching adult classes, sometimes), Kaohsiung, Taiwan, July 2009-March 2011

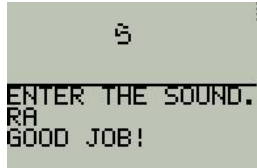
- Worked at the Shihjia Branch until March 2010 (director: Cindy Huang), then at the Wujia Branch from March 2010 to March 2011 (director: Mandy Chi)
- Taught mainly elementary and middle schoolers
- Had games and activities to make the lessons more interesting
- Made and submitted lesson plans before lessons
- Checked and corrected workbooks
- Prepared students for the Cambridge KET and Flyers exams
- Prepared for the Halloween, Christmas, and dance parties
- Found and trained a new English teacher

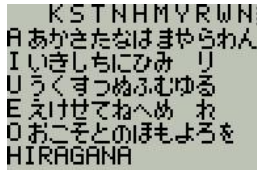
HONORS AND ACTIVITIES

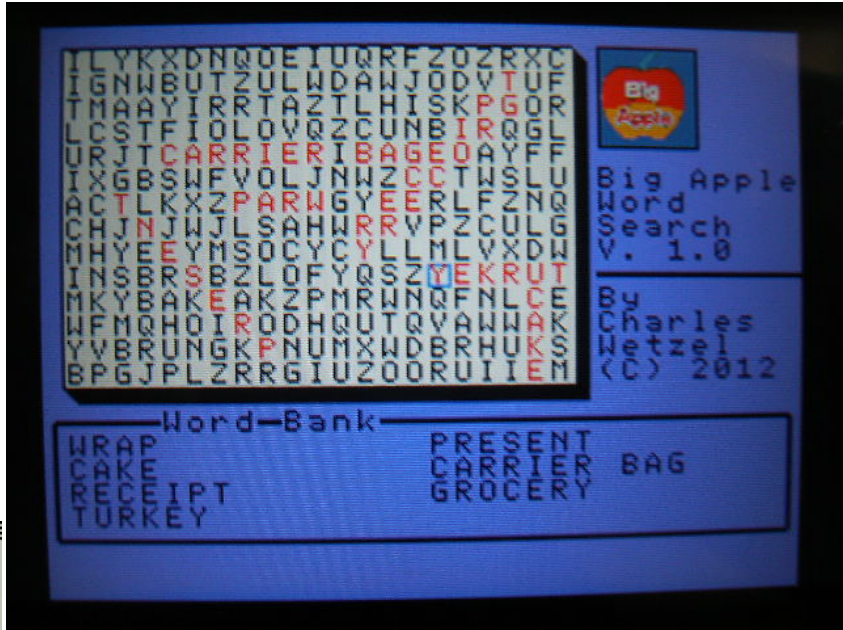
- Amateur programmer, 1997-present—my portfolio of programs I have written is at <<http://programming.charles-wetzel.com/>>, but here are a few of the notable ones related to English teaching and languages:

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 This is Big Apple Word Search, a program I made in 2012 for my English conversation school in Yokkaichi. Students could practice the calendar quiz words using randomly-generated word searches on their Nintendo DSi or 3DS video game systems, with a word list of 366 words. I wrote this program using Puchikon BASIC, and it has 551 lines of code.

Another program that I made, related to learning languages, is NihonGO! Japanese Kana Learning Program for the TI-83 calculator series (has *kana* tables and quizzes the user on selectable ranges of *kana*, both *hiragana* and *katakana* [which I had to render myself because the TI-83 does not have them built in]).

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 GOOD JOB!

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 KSTNHMYRWNI
 A あかきたなほまやらわん
 I いきしちにみみり
 U うくすつぬふむゆる
 E えけせてねへめね
 O おこそとのほもよろを
 HIRAGANA



- Yokkaichi International Center (四日市国際センター) Japanese Circle, August 2012-August 2013, Aizu-Wakamatsu International Association (会津若松市国際交流協会) Japanese course, April-June 2016
- NVCC ELI Pedometer Challenge 2013: Won the Challenge with 1,163,345 pedometer steps in just 28 days (~508 miles [-817 kilometers]); walked from Yokkaichi to Tsu, Yokkaichi to Nagoya, climbed to the peak of Mt. Gozaisho during the winter, and walked from Yokkaichi to Kyōto-fu (passing through Kameyama and Iga on the way), February-March 2013.
- Special Prize winner in the Korean Ministry for Food, Agriculture, Forestry, and Fisheries UCC Makgeolli Video Contest (농림수산식품부 글로벌 막걸리 UCC 공모전), September 2012
- NVCC Presidential Scholar, Summer 2008, Dean's List, Spring 2009
- Fairfax County Public Schools [Non-Credit] Adult Education Program for Korean Language, 2005-2006
- Boy Scouts of America (reached Eagle Scout rank), 1993-2004

AVAILABILITY From August 14, 2016

REFERENCES available on request