

Professional Summary

Seven years of curriculum and assessment work into repeatable delivery systems: built placement and speaking-assessment flows adopted program-wide, coordinated multi-site schedules serving 1,800+ learners, and standardized rubrics to reduce rework. I scope problems, align stakeholders, and ship on time with clear metrics and documentation.

Professional Experience

Various Language Programs in South Korea (2018 - 2015)

- Delivered English language instruction, curriculum design, and program coordination across multiple academies and universities. Served over 1,800 students, coordinated with colleagues to improve assessment systems, and contributed to school-wide initiatives and curriculum overhauls.

Flying Up English — Instructional Materials (2022 - 2025)

- Built and rolled out assessment and engagement systems across 8–10 concurrent classes (80–100 students/term), driving standardized delivery and measurable improvement.

DYB Choison — Writing Curriculum (2021 - 2022)

- Productized an “outline → draft → revision” framework; aligned instructors on a shared rubric and feedback cadence, accelerating draft-to-final turnaround for 100+ students.

Sogang/Korea University — Assessment/Resources (2018 - 2021)

- Standardized evaluation rubrics across levels, improving consistency and enabling faster promotion decisions; shipped 385+ progress reports every academic quarter.
- Created modular lesson assets (games/activities) later adopted across classrooms, increasing reuse and lowering prep time.

Skills

Needs Analysis & Design: Requirements gathering (needs analysis); curriculum design; instructional materials creation; standardized test alignment (TOEFL, TOEIC, CEFR).

Assessment & Evidence: Rubric design; outcomes mapping; data collection and analysis; performance reporting; continuous improvement cycles.

Planning & Delivery: Project planning; schedules and timelines; stakeholder collaboration; event coordination; process improvement; reporting and documentation.

Education

Western Governors University – M.S. in Curriculum & Instruction

University of South Carolina – B.A. in Experimental Psychology