

# SARAH K. JONES

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## EDUCATION

### **Southern Illinois University Edwardsville**

Masters in Teaching

English 6-12, Currently Enrolled

### **Cambridge University**

Certificate in English Language Teaching to Adults (CELTA)

July 2009

### **University of Arkansas at Little Rock**

Bachelor of Arts, December 2007

**Major:** Public Speaking Communication GPA: 3.8/4.0

**Minor:** American Humanities: Non-Profit Professional Studies

GPA: 3.74/4.0 (Overall)

## EXPERIENCE

- 2011-2013    **Word Processing Supervisor**, FTN Associates, Ltd. (Little Rock, AR)
- Conducted weekly meetings, new employee interviews, training, and reviews.
  - Formatted, and corrected grammar, spelling, and technical errors for engineering reports, letters, and memos.
- 2010 (fall)    **Teacher**, Capitol City Careers (Austin, TX)
- Taught multiple levels of English as a Second Language (ESL) courses.
  - Created lesson plans (up to 40 per week); tracked and ensured students progress.
- 2009- 2010    **Teacher**, Kaplan Test Prep and Admissions (Little Rock, AR)
- Taught TOEFL and General English Language courses.
- 2009-2010    **Substitute Teacher**, Little Rock Christian Academy (Little Rock, AR)
- Carried out teachers' lesson plans and activities.
- 2008- 2009    **Teacher**, Sogang Language Program School (Seoul, South Korea)
- Taught ESL classes, created lesson plans for up to seven classes a day, monitored student progress, administered tests, and produced monthly progress reports.
- 2003- 2006    **Coach/Choreographer**, Little Rock Christian Academy (Little Rock, AR)
- Directed camps, clinics, and practices by setting schedules, creating material, teaching skills and communicating with other coaches and parents.
- 2003-2005    **Instructor**, Fellowship of Christian Cheerleaders
- Conducted summer camps, leading between 16-400 campers each week.

## COMMUNITY SERVICE

- Volunteer Coach, Little Rock Christian Academy, 2012-2013.
- Volunteer, Partners Against Human Trafficking, programs team, 2012.
- Friend to residents, Parkway Village Alzheimer's Center, 2011-2012.
- Youth Small Group Leader, Vintage Nxt Church, Little Rock, AR, 2011-2013.
- Youth Mentor, Onnuri English Youth Ministry, Seoul, S. Korea, 2009.
- Volunteer Summer Intern, Arkansas Legal Services, 2007.
- Missions work, Czech Republic, 2005.
- Volunteer Coach, Little Rock Christian Academy, 2001-2003.
- Youth Mentor, Fellowship Bible Church, 2000-2001
- Missions work, Haiti, 2000
- Missions work, Los Angelas, 1999

## ACHIEVEMENTS

- Member of Lamda Pi Eta (Communication Honor Society)
- Deans list, UALR
- Chancellors list, UALR
- Athletes with 3.5 and above, UALR
- Instructor of the Year Finalist, Fellowship of Christian Cheerleaders
- High School Student Council President

## REFERENCES

Heather Ferguson  
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