

YIEJE LEE

Instructor

Texas A&M University-Commerce
Department of Literature and Languages
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EDUCATION

M.A. in English, (May 2015), *Texas A&M University – Commerce, Commerce, TX*. Focus on Linguistics, Emphasis in TESOL. Master's Project: "Exploring Codeswitching within the Stages of Bilingual Acquisition Patterns"

B.A. in Secondary Education, (May 2012), *Texas A&M University – Commerce, Commerce, TX*. Emphasis in English.

A.A. in Pre-Law and Liberal Arts, (December, 2009), *American Samoa Community College, Nu'uuli, American Samoa*.

PROFESSIONAL CERTIFICATION

TESOL, (December 2014), *Texas A&M University – Commerce, Commerce, TX*.

State Board for Educator Certification, Texas Education Agency, Texas A&M University – Commerce, (June 2015 – January 2021), 7-12 English Language Arts and Reading

LANGUAGES

Korean
English

ADMINISTRATIVE EXPERIENCE

Director, (July 2016 to August 2017) English Language Institute, Texas A&M University – Commerce.
Interim Director, (January 2016 to July 2016) English Language Institute, Texas A&M University – Commerce.

- Observed, evaluated, and advised ELI instructors
- Prepared and revised ELI curriculum
- Created proposals and Memorandum Of Understandings/Agreements for the ELI
- Planned and organized program schedules and curriculum for special camps/ mini programs
- Interpreted for the president, provost, and deans for Korean administrators (e.g. Jeju National University delegation)
- Planned lessons and taught ELI courses
- Organized extracurricular activities and excursions for international students
- Researched and hired instructors
- Provided reference letters for instructors
- Advised and counseled international students to help them with future academic plans in U.S universities
- Counseled international students on their personal hardships while studying in U.S
- Represented the university and the ELI at numerous functions (e.g. Greater Dallas Asian American Chamber of Commerce Banquet 2016, Global Programs Banquet 2017)
- Kept consistent contact with companies and individuals for recruitment purposes

- Collaborated with the marketing team and created the university and the ELI promotional video
- Worked with international students and liaisons to translate the ELI brochures into different languages
- Attended conferences for networking and recruiting purposes (e.g. NAFSA annual conference 2016 and 2017, TESOL Regional Conference 2016)
- Presented free workshops for ESL instructors, public school teachers, graduate students, and any ESL learners in the Dallas community for professional development
- Managed the ELI's budget
- Reviewed and edited the university's ELI webpage

Administrative Support for test prep department, (June 2012 – July 2013) TOEIC, TOEFL, IELTS, Pagoda Academy – Gangnam.

- Evaluated students English skills in reading, writing, listening and speaking
- Provided assistance to students as a group or on an individual basis – TOEFL speaking and writing
- Advised students with their study plans in U.S universities and counseled students with their English needs and future plans
- Provided administrative support in test-prep curriculum for students by constantly checking and revising TOEIC speaking, TOEFL and IELTS speaking and essay writing materials

ACADEMIC EXPERIENCE

Full-Time Instructor (August 2017 to Present) Texas A&M University – Commerce, Department of Literature and Languages and English Language Institute.

English Language Institute

ELI 316 – Advanced Listening and Speaking: Communications III

First-Year Writing Program

ENG 100 - Introduction to College Reading and Writing, Texas

ENG 1301 - College Reading and Writing

ENG 1302 - Written Argument and Research

Adjunct Instructor, (August 2015 to Present), Texas A&M University – Commerce, Department of Literature and Languages and English Language Institute.

First-Year Writing Program

ENG100L – Introduction to College Reading and Writing

English Language Institute

ELI 116 – Beginner Listening and Speaking: Communications I

ELI 215 – Intermediate Reading and Writing

ELI 216 – Intermediate Listening and Speaking: Communications II

ELI 316 – Advanced Listening and Speaking: Communications III

Full-Time Instructor: ESL, (June 2012 to July 2013), Pagoda Academy – Gangnam, South Korea

- Provided valuable and interesting classes for students to learn and be attentive
- Created activities for students to practice what is learned in class
- Evaluated students English skills in reading, writing, listening and speaking
- Provided assistance to students as a group or on an individual basis – TOEFL speaking and writing

- Advised students with their study plans and counseled students with their English needs and future plans

Graduate Teaching Assistant, (August 2013 – May 2015), Texas A&M University – Commerce, Department of Literature and Languages

First-Year Writing Program

ENG 100 - Introduction to College Reading and Writing, Texas

ENG 1301 - College Reading and Writing

ENG 1302 - Written Argument and Research

English for a Specific Purpose

ENG 313 - English Usage & Composition: Specialized class for EFL Undergraduates

- Built curriculum for the classes with the help of the content specialist
- Prepared freshman students and international students to adapt to college level classes
- Assisted ESL students whose English proficiency was in pre-intermediate level
- Guided ESL students to adapt to American academic system of college reading and writing
- Organized lessons according to English for Specific Purpose course (ESP); all students were art majors and the lesson plans were constructed under an art theme
- Assessed and evaluated students' performance and progress
- Provided assistance to students who were taking ENG 1301 class
- Designed creative lesson plans to help students take interest in reading and writing
- Evaluated students' reading and writing skills and provided necessary guidance
- Provided a healthy and welcoming classroom environment for Freshman students

Graduate Assistant, Tutor, (August 2013 – August 2014), Writing Center, Texas A&M University – Commerce

- Assisted university students with their writing skills
- Assisted students in formatting their academic papers
- Helped students to understand prompts and brainstorm ideas for their projects
- Presented in different classrooms about the writing center at the university
- Revised papers from different majors in different levels
- Provided assistance to foreign students who lacked English proficiency
- Guided Commerce Middle School students (Summer 2014) with their Summer writing packet

High School English Teacher: Intern, (January 2012 – May 2012), Commerce High School

Pre-AP (English II)

AP (English III)

- Established creative activities to encourage students to learn
- Provided guidance and assistance to students with their learning materials
- Managed seven different classrooms, and improvised daily test materials
- Organized grades in the school grading computerized system
- Advised students and counseled them when they needed help

PROFESSIONAL EXPERIENCE

Reporter, (March 2013 – July 2013), Seoul Traffic Broadcasting System

- Researched new and trendy information to convey to listeners on a daily basis
- Gathered information and wrote scripts to discuss during the show

- Performed live radio show with the DJ two or three times a week for daily shows
- Recorded radio shows two or three times a week

Desk Attendant, (August 2011 – May 2012), Texas A&M University – Commerce, Department of Residential Living and Learning

- Organized files of the residents
- Assisted the residents with issues and allowed them access and use of the facilities
- Provided tours of the building to future students and their parents
- Answered calls and organized meetings with hall directors and resident assistants

International Orientation Leader, (July 2010 – May 2012), Texas A&M University – Commerce, Department of International Student & Scholar Services

- Arranged materials needed for orientation day
- Provided guidance to new students with information about the university
- Translated English/Korean
- Led students to different department buildings and assisted with class registration
- Provided tours and access to university information

Summer Conference Assistant, (June 2011 – August 2011), Texas A&M University – Commerce, Department of Residential Living and Learning

- Assisted campers in checking in and out of their assigned rooms
- Filed work-orders and incident reports
- Inspected rooms and facilities before and after the use of the campers
- Reported any incidents to the supervisors

Translator, (January 2009 – March 2009) High Court of American Samoa, PagoPago, American Samoa

- Translated English/Korean during the case
- Provided assistance to the judge, lawyers, and their clients

HONORS AND AWARDS

Sigma Tau Delta, 2012-Present

Alpha Chi, 2011-Present

President's list, Texas A&M University-Commerce, 2010-2012

James W. Byrd Endowment Scholarship, 2011-2012

Pi of Texas, 2010-Present

Dean's List, American Samoa Community College, 2007-2009

Phi Theta Kappa, 2007-Present

Summer Scholarship – Cash 4 College, 2011

Cadet 2nd Lieutenant, AROTC (Army Reserve Officer Training Corps), American Samoa Community College, 2007-2009

ORGANIZATIONS

Historian, (2010 – 2012) Texas A&M University – Commerce, Association of International Students

Member, (2016 – present) National Association of Foreign Student Advisors: Association of International Educators