

MICHAEL J. WHITTEMORE

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Summary:

I am an accomplished teacher with extensive experience in developing curriculum for English language and cultural classes. I also have an exceptional background in designing meaningful and effective coursework that engages students and expedites learning.

I am an organized ESL Teacher adept at developing up-to-date curriculum and resources. I have also incorporated new teaching methods and educational software to enhance reading and writing skills.

I am no longer interested in management and prefer to only teach ESL.

Highlights:

- Academic assessment methods
- International Reading Association
- Program development aptitude
- Creative learning strategies
- Instructional theories knowledge
- Professional tutor
- 17+ years of teaching ESL
- Permanent resident of Costa Rica (no need for visa runs)
- I have my own car and current driver's license from Costa Rica

Accomplishments:

I taught ESL to high school students with a below average grade in English and brought them to a higher level of 80% or better.

I collaborated with department and faculty members to design an operations manual along with a marketing manual. I had been the general manager of Ingles Empresarial, S.A., Whittemore de Costa Rica, S.A. and the teacher coordinator/academic director for English2Go for a total of 11 years in management for ESL companies. I have over 17 years of experience in teaching ESL in Costa Rica.

Education:

MBA Business Administration	1995
Bachelor of Science, Business Administration	1985

California State University Northridge
Major: Management
Minor: Marketing

Experience:**English2Go, LTDA Teacher Coordinator, Academic Director, ESL teacher 2012 – 2014**

The director of English2Go knew of my experience and offered me a job as his teacher coordinator/academic director. It was three months after my Dad died so I decided to take on some responsibilities of yet another company. I helped the director set up quality controls for teachers and brought in new teaching materials for teachers/students. I interviewed, trained and over saw 18 ESL teachers.

Whittemore de Costa Rica, S.A. Owner, ESL teacher 2004 – 2012

I ran the operation similar to Ingles Empresarial, S.A. with a total of 12 teachers going to corporate clients teaching English as a second language. After 2009 the "global crisis" I finished the contracts with our current clients and closed the business after my father died April 24, 2012.

Ingles Empresarial, S.A. ESL teacher, Teacher observer, General Manager 1999 – 2004

I started off for the first 2 years as an ESL teacher going to corporate clients teaching ESL. During that time I took students from a A2 to a C1 level on numerous occasions.

As a teacher observer I went to all the classes of Ingles Empresarial, S.A. unannounced to check on quality of service that our teachers were giving. I gave the students anonymous questionnaires to fill out in order to get feedback on teachers and course. This was to improve our quality in teachers and the courses we were offering. I observed over 30 classes a month which improved my teaching skills 1000 fold.

The owner went back to Canada and left me in charge of the day to day operations on his company. I ran the day to day operations along with creating the operations manual along with the marketing manual. I oversaw 26 teachers teaching English as a second language.

Alcanze Las Estrellas Owner and ESL teacher 1997 – 1999

I taught ESL from my house to high school students in the neighborhood. I brought them from low 40% to upper 80%.