

ALTOON D. PHILLIPS

NEW YORK, USA

Phone: (347) 985-7518

Email: altoon.phillips@yahoo.com

SUMMARY

International ESL instructor with multiple credentials, which include CELTA, TEFL, and a New York State Teaching Assistant certification, along with a BS in Culinary Arts and Foodservice Management. Skilled with 20+ years of professional multi-cultural experience, and an enthusiastic and detail-oriented teaching style.

PROFESSIONAL EXPERIENCE

SUBSTITUTE/ GUEST TEACHER

Kokua Education, New York, New York

Oct. 2022 – Present

- Assisted over 20 private and charter schools in New York City to solve the teacher shortage by empowering K-12 students.
- Covered absences of regular full-time teachers in order to continue student learning along specified subject areas.

SUBSTITUTE TEACHER

Manhattan Language, New York, New York

Mar. 2023 – Present

- Provide English language training programs for international students, professionals and tourists.
- Instruct Speaking and Listening and Integrated Skills classes along with a variety of exciting cultural activities around New York's landmarks.

COOKING SPECIALIST

Kings Bay YM-YWHA, Brooklyn, New York

May 2022 – Aug. 2022

- Summer camp cooking instructor for campers age 6 to 13 years old.
- Guided children through recipes and nutrition-focused cooking and baking educational activities.

ENGLISH LANGUAGE INSTRUCTOR

Korea POLY School, Daegu, South Korea

Mar. 2018 – Feb. 2022

- Foreign ESL teacher for English Kindergarten and Elementary students.
- Executed assessments for all levels and provided regular feedback based on students' progress.

FOREIGN ENGLISH TEACHER

Anhui Science and Technology University, Fengyang, Anhui Province, P.R. China

Mar. 2015-Jan. 2016

- English Instructor for Oral English, Writing, and standardized English proficiency test preparation courses.
- Coached "English Corner", a casual English conversation forum for students and university personnel.

ESL INSTRUCTOR

Literacy Action/Literacy Volunteers of Atlanta, Decatur, GA

Mar. 2014- Mar. 2015

- Volunteer Instructor and life coach for adult ESL students aged 25–60 years old.
- Developed lesson plans to suit multi-level classes and co-taught shared programs with other instructors.

RESIDENT DINING SUPERVISOR

Sodexo @ Emory University, Atlanta, GA

Oct. 2013- Mar. 2015

- Managed a staff of 80+ foodservice workers which provided dining services for over 3,000 students daily.
- Reconciled all daily financial transactions and provided supervision of customer service and accommodations.

ASSISTANT GALLEY OPERATIONS MANAGER

Celebrity Cruises, Miami, FL

Apr. 2010 – Dec. 2012

- Duties included managing, coaching, supporting, and evaluating the performance of 70+ subordinates.
- Worked with Training & Development Manager and completed delivery of company mandated training modules.

EDUCATION AND CERTIFICATIONS

- Pediatric First Aid CPR AED
Oct. 2022; American Heart Association, Heartsaver
- Teaching Assistant, Level 1
Aug. 2022; University of the State of New York, Education Department
- Cambridge CELTA, Certificate in English Language Teaching to Adults
Aug. 2017; International House Madrid
- Certification in Teaching English as a Foreign Language (TEFL)
Oct. 2014; Bridge TEFL
- B.S. Culinary Arts / Foodservice Management
May 2002; Johnson and Wales University, Providence, RI