

MATTHEW TIMOTHY BRADLEY

matbradl@indiana.edu

Current Address

339 S. Lincoln, Apt. B
Bloomington, IN 47401
812-555-3616

Permanent Address

P.O. Box 452
Cherokee, NC 28719
828-555-6564

OBJECTIVE: Seeking position as ESL instructor at Idiomas Internacional, where I can contribute my teaching expertise, my language skills, and my passion for helping others.

EDUCATION

Indiana University—Bloomington
Doctor of Philosophy in Anthropology

Bloomington, Indiana
May 2009

Western Carolina University
Bachelor of Arts in Anthropology, minor Linguistics

Cullowhee, North Carolina
August 2002

- GPA: 3.65/4.00

RELEVANT EXPERIENCE

Indiana University Department of Anthropology

Teaching Assistant

Bloomington, Indiana
August 2004—present

- Aid lead instructor in organization of lectures and tests
- Plan and teach section-based lessons related to lectures

Western Carolina University Writing Center

Writing Tutor

Cullowhee, North Carolina
August 1999—May 2002

- Structured sessions with student writers to emphasize the grammatical and lexical skills necessary for competent writing
- Assisted international students with difficulties in written English; office staff often channeled ESL students to me due to my aptitude and interest in working with these students

José Martí Academy

Primary and Secondary School English Teacher

Quetzaltenango, Guatemala
January 1996—September 1996

- Served as an English instructor for the Spanish-speaking student body of a private school, with approximately 200 students ages 4-18
- Devised lesson plans for each of 11 classes

OTHER EXPERIENCE

Americorps ®/VISTA

Americorps® community development volunteer

Caguas, Puerto Rico
August 1997—August 1998

- Worked with the branch of the Caguas, PR, city government responsible for facilitating cooperation between community organizations and municipal officials
- Communicated in Spanish for my day-to-day affairs during the entirety of my year's service

COMPUTER SKILLS

- Programs: WordPerfect, Microsoft Word, Excel, Access, Powerpoint, Filemaker Pro, and SPSS
- Utilities: Word processing with full range of phonetic and language-specific fonts

ACTIVITIES & HONORS

- Recipient of Indiana University Dean's Minority Fellowship to fund four years of study at Indiana University-Bloomington.