

John D. Johnson

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MOTIVATED, EXPERIENCED COPY EDITOR/PROOFREADER WITH TEACHING BACKGROUND

Experienced, detail-oriented writing teacher and editor who helps other writers achieve clarity and conciseness in printed expression. Exhibits vast knowledge of English grammar, mechanics, punctuation, spelling, sentence quality, and overall exactness sharpened by 30 years of teaching experience. Clearly indicates textual corrections to show authors what portions of text require improved clarity and why. Enjoys written and spoken English and delights in the company of others who do likewise. Appreciates every opportunity to write, to help others to improve their writing, and to impart lasting lessons. Aspires to train regularly as a means of retaining mastery of existing skills and acquiring new ones.

CAREER SUMMARY

EXPERTISE

- | | | |
|--------------------------------|------------------------------|-------------------------|
| • Writing | • Proofreading | • Event Coordination |
| • Editing | • Lesson Follow-Up | • Learning Resources |
| • English Language Instruction | • Typing/Data Entry (63 WPM) | • Personnel Supervision |

EMPLOYMENT

UCEDA School • Weston, FL / Boca Raton, FL

Aug. 2018 – Present

Teacher of English as a Second Language (ESL) and English for Speakers of Other Languages (ESOL)

- Render instruction consistent with UCEDA-approved methods, which stress listening, speaking, reading, and writing.
- Help students acquire English aptitude through techniques designed to increase enjoyment and retention.
- Inspire increasing reliance upon English among students for all classroom and social communications.
- Provide take-home study tools that reinforce student grasp of English concepts.

The Learning Experience® • Deerfield Beach, FL

Jan. 2017 – Jul. 2018

Copy Editor/Proofreader

- Ensured grammatical soundness and expressive clarity of all Curriculum Department materials, including teacher handbooks, student workbooks, calendars, and hallway postings.
- Demonstrated aptitude with Microsoft Word and Adobe InDesign for the proofreading and editing of documents.
- Reviewed internal and external communications — both electronic and print — for quality, clarity, and accuracy.
- Scrutinized key company forms to ensure concise and effective phrasing.

Huntington Learning Center • Pembroke Pines, FL

Jun. 2009 – Jan. 2017

SAT & ACT Exam Preparation Instructor

- Assigned relevant work to impel students toward the mastery of key skills in the interest of maximizing test scores and achieving substantial improvements in writing quality.
- Helped high school students acquire college-level vocabulary, reading, and writing skills.
- Taught students to memorize key vocabulary terms and problem-solving techniques.
- Verified student progress through frequent inquiry, testing, and record keeping.

Broward College • Pembroke Pines, FL

Jan. 2007 – Aug. 2008

English/Writing Tutor, Instructor

Sep. 2009 – Dec. 2014

- Guided students in the application of correct grammar and organization to essays and other written pieces.
- Encouraged prolonged student reflection and discussion on a given topic as preparation for writing.
- Explained various organizational methods for essay writing and trained students in the use of them.
- Provided frequent practice exercises for students to gain and improve mastery of necessary skills.
- Reviewed student assignments regularly and administered tests to assess student progress.
- Instructed students in the proper use of the English language for a collegiate environment.
- Diagnosed writing deficiencies and prescribed corrective exercises and drills.

ilingua® Language Center • Doral, FL

Jun. 2007 – Aug. 2008

Language Instructor – English

- Instructed Spanish-only students in English according to the inlingua® method (involving total immersion).
- Encouraged students to use English outside class to reduce their reliance upon their native languages.
- Provided written, spoken, electronic, and interactive means of practicing English usage.
- Maintained contact with students to share valuable notes and practice materials.

Edwards Tutoring Center • Pembroke Pines, FL**Sep. 2004 – Feb. 2006***Tutor – K-12, Adults*

- Consulted a wide variety of textbooks, workbooks, and reference resources.
- Diagnosed student deficiencies and prescribed corrective exercises and drills.
- Maintained regular contact with students' parents to discuss student progress.
- Challenged students via interactive computer programs for phonics, writing, and reading.
- Regularly reviewed student assignments and administered tests to assess student progress.
- Instructed people of every age and ability level, including students preparing for the FCAT, SAT, and ACT.

Pension Benefit Guaranty Corporation (PBGC) – Contract • Miami Springs, FL**Nov. 2005 – Dec. 2006***Pension Benefit Analyst*

- Initiated benefit payments for pension plan participants.
- Fielded customer requests and provided needed customer service.
- Reviewed and updated customer information for participants in various PBGC plans.
- Carefully handled customer and agency information in a manner compliant with the Privacy Act.

Broward County Public Schools**May 2002 – Jun. 2010**

- *Substitute Teacher* **Feb. 2005 – Jun. 2010**
 - Led students in cooperative activities and games.
 - Maintained communication with teachers to accurately assess student behavior and performance.
 - Guided students through the completion of prepared assignments and enforced strict discipline in class.
- *English Teacher* **Aug. 2002 – Aug. 2004**
 - Enforced strict discipline in class.
 - Engaged students in critical analysis of literature from several time periods.
 - Challenged students to draft real-world documents such as formal letters and resumes.
 - Utilized words from contemporary and classical works to enhance students' vocabularies.
 - Focused on mechanics, grammar, usage, syntax, sentence structure, and paragraph development.
 - Maintained regular contact with students' parents to discuss academic performance and behavior.
 - Guided students through writing activities of varied lengths, including essays and research papers.
- *Interim World History Teacher* **May – Jun. 2002**
 - Compiled detailed lesson plans and delivered informative lectures.
 - Administered extra-credit assignments, chapter tests, and final examination.
 - Instructed students on the important people, places, events, and ideas of the 19th and 20th centuries.
 - Maintained contact with administrators, parents, and security personnel to ensure proper student conduct.

Miami-Dade College • Miami, FL**Jun. 1989 – Dec. 1993***English/Writing Tutor***Jun. 1998 – Dec. 2000**

- Diagnosed writing deficiencies and prescribed corrective exercises and drills.
- Maintained regular contact with students' professors to discuss student progress.
- Consulted a wide variety of English textbooks, workbooks, and reference resources.
- Reviewed student assignments regularly and administered tests to assess student progress.
- Counseled students on implementing essentials of correct usage in everyday writing and speaking.
- Guided college students in sound application of grammar, syntax, usage, sentence structure, paragraph development, and essay writing.

City of Hialeah**May 1994 – Aug. 1996*****Parks and Recreation Department*****Jul. 1998 – Aug. 2002**

- *Recreation Leader* **May 1994 – Aug. 1996**
- *Assistant Park Director* **Jul. 1998 – Jul. 2000**
 - Coached children ages 6-17 in a variety of team sports.
 - Enforced strict conduct guidelines for park employees and patrons.
 - Worked with police to eliminate gang activity and other anti-social behaviors.
 - Supervised park activities and sporting events for children 6-17 years of age.
 - Received certification from National Youth Sports Coaches Association (NYSCA).
 - Coordinated an annual citywide sporting event (*1999 Boys' Basketball Challenge*).
 - Maintained a positive and upbeat rapport with local citizens and other park patrons.
 - Officiated sporting competitions and conducted crowd control duties when necessary.

Police Department

- **Police Radio Dispatcher/Public Service Aide Aug. 2000 – Aug. 2002**
 - Assisted police officers in the processing of arrested subjects.
 - Collected arrest information for entry into police computer system.
 - Photographed, fingerprinted, and assigned holding cells to arrested subjects.
 - Prepared police reports, took citizen complaints, and directed citizens to other public service resources.
 - Cancelled, validated, and modified records in state (FCIC) and federal (NCIC) law enforcement data systems.

Publix Super Markets, Inc. ♦ Ft. Lauderdale, FL

Jan. 1998 – Jul. 1998

Seafood Clerk

- Kept display cases sanitary and well-stocked.
- Kept surplus seafood in properly calibrated cold storage.
- Maintained clean, neat personal appearance and work area.
- Greeted customers and prepared orders to meet their expectations.
- Observed aggressive and thorough daily and nightly procedures for sanitation and disinfection of all food preparation areas and display cases.

Oblate Catholic Seminary ♦ Buffalo, NY / Godfrey, IL

Aug. 1996 – Dec. 1997

Seminarian

- This experience is included here to account for a break in my work history. A preparation for ordained Catholic priesthood, the seminary was characterized by individual- and community-based prayer, work, and study. I completed my first year in Buffalo and began the second at another school in Godfrey, Illinois. In Godfrey, the combined influence of personal questions and the departure of the program from sound Catholic teaching convinced me to discontinue my involvement.

The Family Health News, Inc. ♦ Miami, FL

Mar. 1993 – Aug. 1994

Stock and Shipping Clerk

- Maintained shop cleanliness.
- Took customer orders over the phone.
- Reviewed customer invoices, packaged product orders, and prepared UPS and U.S. Mail shipments.
- Mailed newsletter/catalog and other literature to customers in all 50 states and more than 70 countries.

EDUCATION

<i>Bachelor of Arts, English</i>	Florida International University	1993 – 1994, 1998
<i>Associate of Arts, Journalism</i>	Miami-Dade Community College	1988 – 1992
<i>High School Diploma</i>	Monsignor Edward Pace High School	1984 – 1988

CERTIFICATIONS

<i>Certified Teacher of English to Speakers of Other Languages (TESOL)</i> International Open Academy	November 2018
<i>Credentialed Trainer – EPIC® medical recordkeeping</i> HCTec Partners® / University of Miami	May – Jun. 2014
<i>Certified 9-1-1 dispatcher/call taker</i> City of Hialeah / Miami-Dade College	Jul. – Aug. 2000
<i>Certified Youth Sports Coach</i> City of Hialeah / Florida Marlins® / National Youth Sports Coaches Association (NYSCA)	May 1999