

# MARK LOKER

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## ENGLISH INSTRUCTOR

Professional teacher and training specialist experienced working in a pivotal role as part of team. Recognized ability to understand and work in multicultural environments. Advanced ESL teaching expertise. Demonstrated skill in effectively training novice, intermediate, and advanced ESL students and in adroitly teaching English to adults. Six years of international teaching experience. Two years of course/curriculum development skills and experience abroad. Exceptional knowledge and understanding of the teaching and learning process and knowledge of school organization, goals and objectives, teaching techniques, current trends and research, established curricula, and materials of instruction in ESL. Adept at managing classroom situations with flexibility and composure. Proven competence in giving feedback in all skills. Excellent written and oral communication skills for interacting with students, administrators, colleagues, community, school system staff, and other professionals. Capability of showing a high level of aptitude at maintaining and upholding institutional standards and integrity. Practice utilizing technology and demonstrated willingness to work in new media. Competency submitting attendance and grade records to students and administrative officials. The ability to provide instruction that reflects multiple perspectives and multicultural education and sensitivity and evident charisma to engage and inspire a variety of international learners of English.

## HIGHLIGHTS OF QUALIFICATIONS

Total Physical Response Methodology	New Media	Outstanding Presentation Skills
Communicative Language Teaching	CALL	Robust Leadership Ability
Student-Centered Approach	Microsoft Office	Situational Approach

## PROFESSIONAL EXPERIENCE

**Daejin University**  
**English Instructor**

**7/2008-12/2009**

**Pocheon, South Korea**

Taught reading, writing, listening, speaking, and grammar to adults, including business professionals, school teachers, and university students.

- Prepared lesson plans, curriculum, and teaching materials
- Reviewed and recommended approval of acceptable educational training materials, periodicals, and other documents for classroom use
- Gathered and presented data in appropriate formats (texts, flowcharts, graphs, spreadsheets)
- Maintained classroom and office tidiness, order, and class control
- Gathered and presented data in appropriate formats (texts, flowcharts, graphs, spreadsheets).
- Monitored and recorded students' discipline and provided counseling when needed

- Kept classroom scheduling, organized and logged attendance, and maintained records of grades
- Administered tests and exams and ensured security of tests
- Completed and submitted training reports or student End-of-Course (EOC) Reports

**Alsalam Aircraft Company**

**6/2006-6/2008**

**Curriculum and Training Specialist**

**Riyadh, Saudi Arabia**

Worked for the Directorate of Air Force Training (DAT) at Headquarters Royal Saudi Air Force (HQ RSAF). Maintained and controlled all course control documents associated with assigned courses for all of the RSAF training programs which included over 600 courses.

- Reviewed and approved or denied the approval of course control documents developed by course instructors for correct format, applicability to training requirements, and compliance with RSAF directives.
- Advised and coordinated with instructor personnel throughout Saudi Arabia in updating/maintaining existing courses and in the development of new courses to meet training requirements.
- Revised and edited content, including updating and changing directives, of various RSAF Training Manuals.
- Responsible for the overall supervision of the RSAF English language programs throughout Saudi Arabia
- Evaluated the RSAF English language programs
- Formed the evaluation visit team to evaluate English Language Training Instructors (ELTIs)
- Coordinated with various RSAF directorates on recruitment, transfer, and termination of any ELTI
- Gave the final approval for the selection/recruitment of new RSAF or civilian ELTIs

**Seojeong College**

**3/2005-3/2006**

**English Instructor**

**Yangju, South Korea**

Taught reading, writing, listening, speaking, and grammar to college students. Taught spelling and punctuation to college students.

- Used accepted teaching methods, approaches, techniques, and aids
- Organized work efficiently and demonstrated skill in effective student/teacher relationships as well as peer relationships with coworkers
- Used classroom equipment, office equipment, teaching materials, visual and audio-visual aids and resources to teach university and adult students
- Prepared objectives and outlines for courses
- Created lessons with research abilities using textbooks, Internet, and Microsoft Word
- Developed tests for sound discrimination, vocabulary, reading, grammar and diagnostic purposes
- Reviewed and recommended approval of acceptable educational training materials, periodicals, and other documents for classroom use
- Developed, approved, validated and used primary and supplementary materials including student handouts, vocabulary exercises, spelling quizzes, and grammar and sentence structure exercises

- Periodically evaluated academic performance of students by administering progress tests, analyzed results by scoring the tests, and provided counseling when necessary

## **EDUCATION AND TRAINING**

### **Education**

Bachelor of Arts Degree in German  
DePauw University, Greencastle, IN, United States

MA TESL (Master of Arts Degree in Teaching English as a Second Language)  
Indiana State University, Terre Haute, IN, United States

### **Training and Development**

TESL Certificate, Indiana State University, Terre Haute, IN, United States