

# Christopher Paul Munn

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## EDUCATION

**MICHIGAN STATE UNIVERSITY** East Lansing, Michigan (USA), Master of Arts in *Educational Technology*, expected in May 2014

**EAST CHINA NORMAL UNIVERSITY** Shanghai (PRC), Certificate of Completion, Chinese Language Program, January 2009

**INDIANA UNIVERSITY** Bloomington, Indiana (USA), Bachelor of Science in *Social Studies Education*, May 2003

## TEACHING EXPERIENCE

**Yew Wah International Education School**, Shanghai, China

2011-present

Social Studies teacher (2011-present)

- Served as Social Studies Department Head (2012-present)
  - Reviewed and corrected course outlines, lesson plans, and exams
  - Led department meetings and trainings
  - Observed teachers and given constructive feedback
  - Prepared budgets for field trips and activities
- IGCSE Global Perspectives
  - Developed curriculum for multiple sections for two year levels
  - Led other teachers in preparing and improving lesson material and structure
  - Assessed group projects and research papers
  - Led field trips and activities
  - Trained and accredited with Cambridge International Examinations

Model United Nations (MUN) Club - Sponsor Teacher (2011-present)

- Led club meetings
  - Prepared material to read and debate
  - Coached students on formal speaking and debate tactics
  - Coached students on how to write position papers and resolutions
- Coordinated trips to MUN conferences
  - Prepared budgets and paperwork for students and school
  - Arranged transportation and lodging
  - Observed and coached students during the conferences
- Recruited new students to join
  - Prepared videos showing MUN trip highlights shown at school-wide assembly
  - Prepared presentations on MUN club to be used at club fair

English teacher (2011-2013)

- Taught IGCSE English
- Helped develop curriculum, including adding to the literature requirement
- Planned and led "Speak English Week" school-wide activity
- Served as the main judge for city-wide Spelling Bee sponsored by our school
- Administered English oral placement tests to potential students

Technology Committee Chairman (2013-present)

- Led committee meetings and set direction and priorities
- Wrote proposals for buying equipment and for professional development plans
- Communicated with School and Foundation leadership on technology needs and developments
- Planned and led professional development technology trainings
- Trained teachers and administrative staff to switch to Powerschool

Character Development teacher and curriculum planner (2011-present)

- Taught classes and planned activities
- Served on a committee to plan the school-wide curriculum
- Planned and implemented curriculum for a whole year level
- Observed and coached teachers in instructing and leading activities
- Planned and implemented annual school-wide activity “Global Fair”
- Developed and created a strategy board game used during Leadership Week

### CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

- Teaching License in Secondary Social Studies Education, state of Indiana, USA (2014)
- IGCSE *Global Perspectives* coursework accreditation, Cambridge International Examinations (2013)
- Cambridge Schools Conference participant, United World College, Singapore (2013)
- IGCSE *English as a Second Language* oral exam accreditation, CIE (2011)
- *Life Education* certified teacher and trainer, Red Cross Society of China (2009)

### TECHNOLOGY EXPERIENCE

Windows, Mac OSX, Microsoft Office, iWork, Google Docs, Web 2.0, Wordpress, Weebly, Haiku Learning, iMovie, Edmodo, Skype, Jing, Audacity, Filezilla, Aspen, Powerschool

### ADDITIONAL WORK EXPERIENCE

2010-2011 – **ELS American Education Center**, Shanghai, China

*Classroom Instructor, Individual Tutor*

2008-2011 – **Priority Leadership Development**, Shanghai, China

*Client Research, Resource Development*

2004-2007 – **Michigan State University**, East Lansing, Michigan

*Student Advisor, Outreach Program Coordinator*

2003-2004 – **Indiana University**, Bloomington, Indiana

*Student Advisor*

2003 – **Greensburg High School**, Greensburg, Indiana

*High School History and Psychology Teacher*