

BICH NGUYEN

ESL TEACHER | CURRICULUM, ASSESSMENT & TEACHER DEVELOPMENT

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PROFESSIONAL SUMMARY

Dedicated ESL educator and M.A. TESOL candidate with experience teaching diverse adult learners, preparing students for IELTS, developing standards-aligned curricula and materials, assessing language proficiency, and mentoring instructors. Skilled in communicative and task-based teaching, differentiated instruction, educational technology, AI-supported learning, and student-centered feedback.

TEACHING STRENGTHS

Communicative & Task-Based Teaching

Lesson Planning & Differentiation

Language Assessment & Feedback

Curriculum & Materials Development

IELTS Preparation & Academic English

Teacher Training & Mentoring

EDUCATION

Master of Arts in Teaching English as a Second Language (M.A. TESOL) | Brigham Young University | 2024 - 2026

Bachelor of Arts in Business Administration | University of Finance and Marketing | 2021 - 2023

Associate Degree in International Business | University of Finance and Marketing | 2015 - 2018

PROFESSIONAL EXPERIENCE

ESL Teacher | English Language Center, Brigham Young University | Sep 2024 - Present

- Teach learner-centered English courses to culturally and linguistically diverse adult students using communicative and task-based approaches.
- Plan lessons and develop instructional materials aligned with course outcomes, proficiency targets, and students' academic needs.
- Monitor student learning through formative and summative assessments and use results to adjust instruction and provide targeted support.
- Integrate educational technology and AI-supported tools to strengthen engagement, language practice, and timely feedback.

Head Teacher | IELTS Fighter | May 2023 - Jun 2024

- Led curriculum alignment, standardized lesson planning, and assessment development for IELTS preparation programs.
- Trained teachers in instructional methodology, classroom management, lesson delivery, and effective student feedback.
- Observed and mentored instructors, reviewed student-progress data, and supported improvements in teaching quality.

ESL Teacher | IELTS Fighter | Jan 2023 - Jun 2024

- Taught IELTS listening, reading, writing, and speaking courses and adapted instruction to students' proficiency levels and learning needs.
- Designed practice activities and test-preparation materials and provided individualized feedback to help students improve performance.

Founder & ESL Teacher | Online English Class | 2021 - 2023

- Created and taught online English courses, including curriculum, lesson plans, digital materials, learning activities, and assessments.
- Managed student recruitment, onboarding, instruction, progress monitoring, feedback, and day-to-day course operations.

Customer Service Representative | OOCL Logistics | 2019 - 2022

- Communicated clearly with customers about shipment status and coordinated solutions with internal teams and logistics partners.
- Resolved shipping delays, documentation concerns, and service problems while maintaining professional and timely communication.
- Trained new employees in customer-service procedures, communication standards, shipment workflows, and problem-solving practices.

CURRICULUM, MATERIALS & ASSESSMENT PROJECTS

Listening Materials Development | English Language Center

Created level-appropriate listening lessons and activities using task-based and communicative teaching principles.
Designed scaffolding and practice tasks aligned with learner proficiency, classroom instruction, and course outcomes.

Reading, Writing & Grammar Materials Development | English Language Center

Co-authored reading, writing, and grammar materials with structured explanations, models, and scaffolded practice activities.
Aligned lessons and exercises with curriculum standards, measurable outcomes, and academic language-development goals.

Reading Assessment Development | English Language Center

Developed and revised reading-comprehension questions for clarity, accuracy, consistency, and appropriate difficulty.

AI-Integrated Language Assessment | Brigham Young University

Designed AI-supported language-assessment tools and examined reliability, validity, ethics, feedback quality, and classroom applications.

English for Law Curriculum | Brigham Young University

Conducted a needs analysis and developed an English for Specific Purposes curriculum for law students' academic and professional communication needs.

English Communication Materials for Athletes | Brigham Young University

Designed practical speaking and listening lessons for athletes communicating in international and cross-cultural settings.

RESEARCH & PROFESSIONAL DEVELOPMENT

- Manuscript in preparation: language assessment and artificial intelligence integration in ESL learning environments.
- Professional development includes I-TESOL, TESOL conferences and workshops in teaching methodology, curriculum, assessment, classroom technology, and second-language acquisition, and an Educational Administration Workshop.