



MARIA STEFFENSEN

English Instructor

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- 📍 Setagaya, Tokyo

EDUCATION

Bachelor of Applied Arts

Sheridan Institute
2003 - 2007

Post Graduate Web Design

Sheridan Institute
2012 - 2013

EXPERTISE

- Global TESOL Certification
- Curriculum Development
- Test Development
- Course Co-Ordination
- Classroom Management
- Classroom Materials
- Eiken Test Coaching
- Speech Coaching

LANGUAGES

- English - Native
- Japanese - Elementary

ABOUT ME

Experienced ESL educator skilled in teaching learners of all ages in Japan. Specializes in creating engaging lessons, custom materials, and fostering language growth and confidence. Passionate about helping students achieve their full potential.

WORK EXPERIENCE

Junior & Senior High School ESL Teacher

Various Private Institutions | Edogawa & Shibuya, Tokyo
October 2017- Present

- Developed and executed yearly ESL curriculums for basic to advanced levels, emphasizing listening, speaking, reading, and writing skills.
- Designed engaging teaching materials tailored to students' needs, including interactive activities and visual aids.
- Coached students for speech and debate competitions, resulting in improved confidence and performance.
- Provided constructive feedback on assignments and presentations to encourage academic growth.
- Collaborated with school staff to create midterm and final evaluations.

Private/Group English Instructor (Adults)

Cafe Eikaiwa & We Languages | Shibuya, Tokyo
August 2018- 2023

- Conduct personalized business English lessons and group conversation classes.
- Focus on vocabulary enhancement and conversational fluency.
- Authored and designed three English textbooks used in corporate training programs.

Assistant Language Teacher

Link Interac Inc. | Chikusei & Ushiku, Ibaraki
April 2016- 2017

- Assisted in planning and delivering ESL lessons for junior high school students.
- Created interactive classroom activities to make learning English enjoyable and effective.
- Supported students in preparing for oral communication exams and cultural events.