

# CURTIS BUTLER

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## ADJUNCT PROFESSOR

569 Science Center Drive, Malta, ID 83342

### SUMMARY

As Adjunct Professor of schools in several countries for more than ten years, I possess the traits of honesty, integrity and hard work, in addition to the administrative and customer service experience that would make me a good fit for any institution. My long experience in teaching English Literature has given me the ability to understand the problems faced by English Literature learners from different backgrounds and vary my methodology as required.

### SKILLS

- Accomplished, efficient professional skilled in lesson plan creation, ability to explain complex subject matter, provide student support resulting in success in the classroom.
- Expertise in (LMS), CANVAS, Blackboard, Whiteboard, Cengage, and Vital Source.
- Expertise in computer applications and operating systems include all MicroSoft and Google Platforms.
- Experienced with a wide variety of educational situations.
- Dependable, independent, creative, willing to accept constructive criticism.

### PROFESSIONAL EXPERIENCE:

#### ADJUNCT PROFESSOR

*Rasmussen College, Malta, ID | May 2014 - Present*

- Teach English Composition I online, a course designed to teach the basics of academic English and composition to overseas/non-native speakers of English. The course focuses extensively on the basics of English grammar and spelling with the goal of helping students pass an English proficiency exam so they can continue to take courses at the college.
- Teach World Literature online, a more advanced course that refines student writing and analysis skills using literature and critical thinking. Students practice different modes of writing in preparation for their other courses at the university.
- Teach Online Education Strategies online, an introductory course to orient new students to the online environment and the requirements of online coursework. Although this is not specifically an English course, it requires extensive writing and helps students better understand the requirements of online coursework.
- Use Moodle LMS exclusively to present information, grade, and give feedback to students.

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- Taught Academic Writing I, a course that focuses on basic English composition skills. This includes thesis statements, topic sentences, spelling, grammar, punctuation, reading comprehension, speaking skills, and MLA formatting.
- Taught English Composition II, a course that focuses on reading and discussing literature, literary analysis, critical thinking, oral presentations, and more advanced essay composition and grammatical skills.
- Taught Basic Composition Skills, a remedial course designed to improve the grammatical and composition skills of students who are not ready for Academic Writing I. The primary focus of this course is English spelling, grammar, and basic composition of paragraphs and essays.
- Graded placement exams for incoming freshmen to determine if they should be placed directly into Academic Writing I or if they need to take the remedial writing course.
- Used Brightspace LMS to communicate with students and post assignments, announcements, and grades.

### EDUCATION

Bachelor's in Integrative Studies Society Services, 2013  
California State University Los Angeles Los Angeles, CA

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