

# Taylor Colby Williams

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## Professional Summary

Program & learning professional with 7+ years leading curriculum development, student success programs, and cross-cultural training in South Korea. Experienced in coordinating projects from design to delivery, including curriculum rollouts, assessment systems, and school-wide events serving 1,800+ learners. Skilled in stakeholder collaboration, data-driven evaluation, and process improvement — ensuring programs run on schedule, meet quality standards, and achieve measurable outcomes.

## Core Competencies

- Project & Program Management: Project planning, scheduling & timelines, stakeholder collaboration, event coordination, process improvement, reporting & documentation
- Training & Curriculum Development: Needs analysis, curriculum design, instructional materials, assessment development, student engagement strategies, standardized test alignment (TOEFL, TOEIC, CEFR)
- Assessment & Evaluation: Rubric design, outcomes mapping, data collection & analysis, performance reporting, continuous improvement cycles
- Tools & Technologies: Google Workspace (Sheets, Docs, Slides), LMS administration, digital content creation, Trello/Asana

## Professional Experience

### English Language Programs – South Korea | 2018 - 2025

Delivered English language instruction, curriculum design, and program coordination across multiple academies and universities. Served over 1,800 students, coordinated with colleagues to improve assessment systems, and contributed to school-wide initiatives and curriculum overhauls.

### **Flying Up English – Instructional Materials Developer**

Cheonan, South Korea | May 2022 – Apr 2023, Mar 2024 – Aug 2025

- Taught 80–100 elementary students per semester across 8–10 small-group classes.
- Designed and administered quarterly speaking assessments, enabling more accurate placement and measurable tracking of oral proficiency.
- Developed holiday-themed games and worksheets, adopted by peers, boosting engagement during school-wide cultural events (Halloween, Thanksgiving, Christmas).
- Achieved outcomes: all classes improved by at least one letter grade within a school year.

### **DYB Choisun Academy – Writing Curriculum Contributor**

Cheonan, South Korea | Mar 2021 – Apr 2023

- Led weekly essay-writing workshops for 100+ middle school students, training them to complete full drafts within 50 minutes.
- Designed structured writing frameworks (outline → draft → revision) adopted across multiple classes, improving fluency and logical organization.
- Provided feedback on 500+ essays, accelerating drafting speed and enhancing accuracy/clarity.
- Coordinated with other instructors to align writing curriculum with institutional standards.

### **Korea University – Resource Developer**

Cheonan, South Korea | Sep 2020 – Feb 2021

- Taught ~150 university students per semester in classes of ~12 students.
- Created thematic lesson plans, board games, and activities later adopted across multiple classrooms by fellow instructors.
- Increased student engagement and retention through interactive, holiday-themed activities; noted positively in student feedback.

### **Sogang Language Program – EFL Instructor & Assessment Evaluator**

Cheonan, South Korea | Jun 2018 – Aug 2020

- Delivered English instruction and evaluation for 385 students over four semesters.
- Produced 385+ academic progress reports shared with co-teachers, parents, and the program director, guiding placement and advancement decisions.

- Collaborated with colleagues to standardize evaluation rubrics, ensuring consistency across levels.
- Outcomes: ~50% of students improved by at least one letter grade within a school year.
- Reduced report-writing time by co-developing shared grading/report templates with colleagues.

### **Freelance Tutor & Educational Content Writer**

Remote | Jan 2024 – Jul 2025

- Tutored two middle school students twice weekly using custom, conversation-based lessons, improving retention and fluency.
- Designed personalized test-prep resources aligned with CEFR standards to strengthen grammar and vocabulary.
- Authored educational eBooks and structured lessons to support ongoing tutoring sessions.

## **Education**

Western Governors University – M.S. in Curriculum & Instruction

University of South Carolina – B.A. in Experimental Psychology

## **Certifications**

- Human Subjects Research SBE – CITI Program (Feb 2025 - Feb 2028)
- Project Management: Teams – LinkedIn Learning (Mar 2025)
- Project Management Simplified – LinkedIn Learning (Mar 2025)
- TEFL Certificate (150 Hours) – CIEE (2017, no expiration)

## **Publications**

- Implementing Culturally Responsive Teaching Strategies in a Korean Classroom