

# PHILIP HARDING

## ENVIRONMENTAL SCIENCES

### CONTACT ME

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### EDUCATION

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#### **B.S. Environmental Science 2023, Candidate**

Southern New Hampshire University; Manchester, New Hampshire

#### **B.A. Political Science 1988**

University of Missouri at Columbia; Sophia University, Tokyo, Japan

21 credit hours in Japanese Language Studies 1987~89

13 credit hours of Spanish Language Studies 1983-1985

#### **Certificates:**

iTTT TEFL and TESOL Training Certificate (120 hours course) 2017

Japanese Language Proficiency Test, Japanese Ministry of Education, First Level 1993

### SKILLS

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#### **Some skills that I have mastered throughout my career:**

Skill #1: Skilled at copyediting academic and research papers written by non-native English speakers  
Skill #2 Competent in IT and tech;

### PROFESSIONAL PROFILE

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*Objective:* To use my experience and new skills as Environmental Science candidate in a position that promotes sustainable energy technology, innovation, and environmental conservation.

*Background:* Skilled copyeditor and proofreader of research papers by non-native English-speaking scholars in medicine, commerce, and ecotechnology, contributing to the successful publication of hundreds of academic papers. TESOL professional with over thirty years' experience in classroom instruction, curriculum creation, and administration; key ESL program creator for public schools in Japan and China and private school administrator. Healthcare professional with three years' experience assisting people with developmental disabilities.

Learn more at <https://philipharding.net> or follow me on Twitter [@planet\\_edit](https://twitter.com/planet_edit).

### WORK EXPERIENCE

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#### **SOCIAL WORKER**

*ReFocus, Inc. | Providence, Rhode Island | 2021 - present*

*Iowa Focus | Creston, IA | 2019 - 2021*

As a Direct Support Provider, I assisted consumers with mental health and physical disabilities to achieve goals specific to their needs. I worked closely with office staff and counselors to ensure that I had the proper tools to help consumers maintain their baselines and achieve their daily goals, keeping daily records of their progress.

Achieved certificates in Mandt method conflict resolution and safety, Medicine Manager, and CPR.

Wrote and edited consumer reports during audits, earning appreciation from supervisors.

#### **TESOL INSTRUCTOR**

*Xuchang University | Henan, China | 2015 - 2019*

*Guangzhou City Polytechnic | Guangdong, China | 2012 - 2015*

Studies program manager and curriculum creator of English for Specific Purposes (ESP) courses. I was the first instructor at both universities to deliver online homework, support, and examinations using a dedicated website, greatly improving the ability of students and teaching staff to keep track of course progress. Weekly responsibilities included coordinating language activities, monitoring, grading, and reviewing. I facilitated extracurricular activities, including English Circles, speech contests, and job fairs. I received wonderful feedback from students, and excellent recommendations from both GCP and XCU.

I was the first to take a comprehensive approach to teaching English intonation, reductions and blends as a major module, resulting in verifiable

capable of basic website building  
and comfortable working with  
computer graphics, spreadsheets,  
and word processing

Skill #3 Talented in interpersonal  
communications and motivating  
others

Skill #4 Familiarity with applied  
linguistics methodology and  
theory

Skill #5 Innovative language  
instructor using a task-based  
approach for natural language  
acquisition

Skill #6 Proficient in TESOL  
methods

Skill #7 Fluent in Japanese;  
familiar with Asian languages

improvements in listening and pronunciation among students. I received  
commendation for my innovations from my supervisors, and several  
colleagues adapted my materials for their students as well.

I developed *The Infinite Speech Project*, which seeks via a software  
environment to optimize Speech Recognition, Raw Speech, Translation  
software, Voice to Text, and finally Spoken Text in a single suite that  
maximizes communication potential between people lacking fluency in a  
common language. This project is ongoing.

## **PRIVATE SCHOOL ADMINISTRATOR**

*Planet English | Fukuoka, Japan | 1995 - 2011*

Established a professional and friendly English Conversation school of  
approximately 175 students. As developer, chief administrator, and promoter. I  
designed curriculum that resulted in a demonstrable increase in student  
motivation, fluency, and language retention through activity and task-based  
approaches. I developed an age-scaled phonics program and simplified  
approaches to grammar drills based on modern linguistic theory that increased  
student motivation.

As administrator of *Planet*, I maintained active outreach and generous student  
services, resulting in an increase in student body of 300% over our first five  
years and held student retention rates of over 90% per year on average.  
From 2003-March 2007 I held the position of Director of English Studies at  
*Niishinagazumi* Elementary School as part of an independent contract held  
through the Japanese Ministry of Education. I Created a modern English  
program and syllabus for grades one to six focusing on activity-based  
instruction, and worked closely with the principal, vice-principal, and teachers.  
Upon completion, I was told by the administration that my contributions to the  
school's English program had been invaluable.