

## TIMOTHY DUCEY

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### SUMMARY

Copywriter, co-author, and editor with two years of publishing experience. Sales and customer relations associate. Four years of international teaching experience in Japan. Pro bono work in New Orleans, LA. Strength in legal writing, research, and analysis. Sierra backpacking guide. Eagle Scout.

### EXPERIENCE

- 2011  
January to Present
- INTERCULTURAL INSTITUTE OF CALIFORNIA** San Francisco, CA, USA  
*English Language and Writing Instructor*
- Taught three (3) distinct English courses to international students of advanced English skill; lesson topics included TOEFL test preparation, current events, *The Great Gatsby*, and *On the Road*.
- 2010  
September to November
- HOUSE OF AIR TRAMPOLINE PARK** San Francisco, CA, USA  
*Customer Sales and Marketing Associate*
- Marketed and sold trampoline event and party packages through sales calls, e-mails, and park tours.
  - Created sales proposals for corporate and private events and followed up with potential clients to close sales; clients included Salesforce, San Francisco University High School, and Rocket Lawyer.
  - Directly responsible for approximately \$20,000 in sales over three months.
- 2008-2009  
March 2008 to June 2009
- CHUKEI SHUPPAN PUBLISHING** Kobe and Tokyo, Japan  
*Copywriter, Co-author, Editor*
- Collaborated with Japanese author Yuko Koishi and translator Tsuyoshi Ikuyama in developing, writing, designing, tailoring, and editing copy for *The New TOEIC Test: Perfect Mock Test*.
  - Created copy including sales ads, marketing proposals, speeches, customer letters, invoices, e-mails, newspaper and magazine articles, and memos totaling approximately 100 pages of the book.
- 2008  
February to December
- GOKEN PUBLISHING** Kobe and Tokyo, Japan  
*Editor*
- Edited and proofed all English language sections of *The New TOEIC Test: Speed Strategies for Grammar Exercises* by Yuko Koishi; editing totaled approximately 160 pages of the book.
- 2007-2009  
July 2007 to March 2009
- ALC PRESS, INC.** Kobe and Tokyo, Japan  
*Copywriter, Co-author, Editor*
- Developed and wrote copy in collaboration with Japanese author Yuko Koishi for three (3) TOEIC test preparation books; directly responsible for approximately 54 total written pages.
  - Edited all English sections of *The New TOEIC Test: Grammar and Vocabulary Exercises* by Yuko Koishi; editing totaled approximately 150 pages of the book.
- 2005-2009  
July 2005 to June 2009
- NICHIBEI ENGLISH SERVICE / VOSS NATURAL ENGLISH / NOVA** Osaka and Kobe, Japan  
*English Language and Writing Instructor; Sales Lesson Instructor*
- Prepared, managed, and taught over 6,000 English lessons to Japanese and international students of all language levels; taught weekly corporate class at engineering firm and presented sales lessons.
- 2004  
August to December
- NEW ORLEANS VOLUNTEER SERVICE COMMUNITY** New Orleans, LA, USA  
*Drama Production Director; AmeriCorps Volunteer*
- EDUCATION**
- 2009-2010
- GOLDEN GATE UNIVERSITY SCHOOL OF LAW** San Francisco, CA, USA
- 2000-2004
- UNIVERSITY OF NOTRE DAME** Notre Dame, IN, USA  
*Bachelor of Arts in English; minor in Science, Technology, and Values (STV), May 2004*
- SKILLS**
- Legal writing and analysis. Proposal writing. Scientific writing. MS Word, Excel, PowerPoint, Outlook, Project. Salesforce. Mindbody CRM system. Data entry. Languages: beginning French and Japanese.
- OTHER DATA**
- Eagle Scout. Sierra backpacking guide. Interests: cooking, jogging, *The New Yorker*, *The Economist*.

## **TIMOTHY DUCEY --- PUBLISHING WORK**

**Koishi, Yuko and Ducey, Timothy.** *Get 600 on the New TOEIC Test Using Junior High School Grammar.* Tokyo: ALC Press, Inc., 2008.  
ISBN978-4-7574-1342-9

For this work, I was responsible for writing eight practice passages and accompanying questions mirroring Part 7, the reading section, of the TOEIC Test. My work represents 14 pages of the book.

**Koishi, Yuko and Ducey, Timothy.** *Learn Key English Words for the New TOEIC Test.* Tokyo: ALC Press, Inc., 2008.  
ISBN978-4-7574-1363-4

For this work, I assisted in revising the book, creating three new listening practice passages and two new reading practice passages. My work represents 10 pages of the book.

**Koishi, Yuko and Ducey, Timothy.** *Listening Practice for Getting 600 on the New TOEIC Test Using Junior High School Grammar.* Tokyo: ALC Press, Inc., 2009.  
ISBN978-4-7574-1557-7

For this work, published in 2009, I wrote various long and short practice passages for the TOEIC listening test. My work represents approximately 30 pages of the book.

**Koishi, Yuko and Ducey, Timothy.** *The New TOEIC Test: Perfect Mock Test.* Tokyo: Chuken Shuppan Publishing, 2009.  
ISBN978-4-8061-3388-9

For this work, published in 2009, I created full mock TOEIC Tests for Parts 3 and 4, two of the listening sections of the TOEIC Test, and Part 7, the reading section. The book consists of three full-length mock TOEIC Tests, each test consisting of 200 questions. My work represents approximately 100 pages of the book.

## **TIMOTHY DUCEY --- EDITING WORK**

For these two books, also written by Yuko Koishi, I assisted the author in the editing process. I was responsible for editing and proofing all English language sections and clarifying grammar questions when explanations were needed by the author or Japanese editors.

**Koishi, Yuko.** *The New TOEIC Test: Grammar and Vocabulary Exercises.* Tokyo: ALC Press, Inc., 2008.  
ISBN978-4-7574-1486-0

**Koishi, Yuko.** *The New TOEIC Test: Speed Strategies for Grammar Exercises.* Tokyo: Goken Publishing, 2008.  
ISBN978-4-87615-183-7