

ACCOMPLISHMENTS

- More than 15 years of experience teaching English and business English to adults, immigrants, and university students.
- Developed ESOL (English for speakers of other languages) and workforce curriculum and lesson plans.
- Used online platforms and assessment resources including Hot Potatoes, Moodle and Axis.
- Exceptional problem solving, project management and decision making skills as shown through working in fast paced offices, supervising teams, and teaching in multilevel and multicultural classrooms.

PROFESSIONAL AND TEACHING EXPERIENCE

EF English First, Englishtown

Remote Teaching May 2012 - present

Online English Teacher

- Teach individual and group lessons to multilevel students and business people from around the world.
- Prepare individualized lessons based on each student's personal and professional learning goals.
- Write follow up reports with constructive feedback to ensure student stays on target and works on specific areas to develop.
- Correct students' writings while providing comments, advice and examples to help them to improve.

Universidad Regional del Sureste

Oaxaca, Mexico

Feb. 2010 – June 2012

English Teacher

- Taught beginner, intermediate and advanced English as a foreign language to university students.
- Developed lesson plans and created materials for classes.
- Created online accompaniment exercises and assessments to enhance classroom learning with Moodle platform.

International Institute of New England

Boston, MA, USA

Aug. 07-Aug. 08

ESOL Literacy Program Manager/ESOL Teacher

- Taught advanced level reading and writing, basic and intermediate workplace English, and basic computer classes to adult immigrants in the Boston area.
- Administered and scored students' oral assessment (BEST PLUS) and written assessment (REEP) tests. (State certified in test administration 2005-2008.)
- Participated in reviewing and updating curriculum and teachers' lesson plans.
- Oversaw five teachers, three interns, and more than ten volunteers who taught and assisted in our ESOL program.
- Interviewed and hired new staff members in collaboration with other managers and directors.
- Assisted in grant writing that was awarded \$200,000 annually (for 5 years) for adult education and state-funded aid which provided over 140 adult immigrants (from Africa, Central and South America, Caribbean nations, Asia, Eastern Europe) access to English and computer classes.
- Observed classes of colleagues and met regularly for teachers' meetings and report backs.

YMCA International Learning Center *(provides English, job skills, citizenship, and computer classes to immigrants and international visitors)*

Boston, MA, USA

Aug. 02-Aug. 07

ESOL Teacher

- Taught ESOL to adults and youths with diverse cultural, language, and educational backgrounds by using the curricula guidelines from the Department of Education (DOE).
- Advised students on personal, cultural and academic matters; referred students to city-wide training programs and help them with job searches when needed.

- Created and implemented curriculum and lesson plans based on individual learning needs.
- Administered and scored REEP and BEST tests.
- Tracked and reported data to the DOE in order to ensure student successes and positive outcomes.
- Taught Citizenship and Health classes (September 2002- June 2003).

English @ Work Coordinator and Instructor

Sep. 04-Aug. 07

- Developed and implemented curricula for English @ Work (a program that offered on-site business centered English classes to their employees).
- Adapted English @ Work program to stress individual approach to learning by providing enrichment and modification based on the needs and goals of both the employers and individuals enrolled in the course.
- Taught business English and pronunciation to adults from countries including but not limited to: China, India, Bulgaria, Costa Rica, Taiwan, Costa Rica, Germany, Mexico, Haiti, and Russia.
- Pre-assessed student English levels, create lesson plans, and perform post-assessments to evaluate student progress.
- Tracked and reported data of English @ Work outcomes to partnering agencies.
- Fostered continuous learning for adult students through the development of alumni network and follow-up program.
- Supervised student-written English @ Work quarterly newsletter which is then distributed within the company and to other agencies that are interested in offering this program at their workplace.
- Effectively built and maintained solid relationships with partnering agencies such as Harvard Pilgrim Health Care, the YMCA of Greater Boston, and YMCA Training, Inc.

Harvard University

Cambridge, MA, USA

Feb. 06 – Aug. 07

Contracted Tutor/Pronunciation Specialist

- Coached Japanese Post-doctorate Fellow (Neurobiologist) in pronunciation and presentation skills.
- Prepared him for his manuscript presentation.
- Reviewed with him advanced grammar, idiomatic expressions and advised him about American culture.

Dunbar Language Institute

Newton, MA, USA

Jan. 04 – April 08

ESOL Instructor

- Taught onsite business English and workplace communication to advanced, intermediate and basic level learners in small groups.
- Prepared employees for workplace presentations.
- Briefed students about email and letter writing etiquette.
- Coached participants in the areas of conversation and pronunciation skills.

Pine Manor College, Summer Language Institute

Chestnut Hill, MA, USA

Summer 2000, 2001

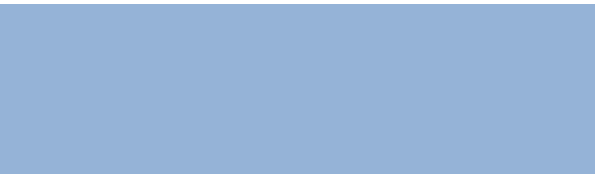
ESOL Instructor

- Taught academic English to young adults preparing for entrance into American colleges and universities.
- Primed students in the areas of academic reading and writing, listening, speaking, and presenting.

EDUCATION

Lesley University

Cambridge, MA, USA



- M.A., Intercultural Relations, May 2002.
- Teacher's Assistant for Master's course, Global Interdependence, Fall semester, 2001.

State University of New York, The College at New Paltz, NY, USA

- B.A., Communications with a focus on organizations, June 1998.