

Tamara Williams



Citizenship: American

Age: 29

Marital Status: Single

STATEMENT

Results oriented teaching professional with superior skills in teaching English as a foreign language. Extensive knowledge of both developing and implementing curriculums and lesson plans. Equally experienced in American business practices and managing training programs.

EDUCATION

Virginia Commonwealth University

- Bachelor of Science in Business Management & Administration, 2011
- Dean's List 2011

LIVE TEFL Prague

- 130 Hour TEFL Course
- Studied Methodology, Teaching Skills, Teaching Awareness (Grammar) and Lesson Planning
- Classroom lessons taught with students ranging from A2-C1 Levels

EXPERIENCE

ESL Teacher (Freelance)

- Interactive lessons for ESL students both in the classroom and online platforms
- Teach students from A1-C2 level

New York University Medical Center

Credentialing & Database Coordinator

06/15-08/16

- Responsible for running internal audits for all credentialing databases within the university physician network
- Run and maintain data reconciliation reports for government and private health plans

New York Methodist Hospital

Training Program Coordinator

12/11-05/15

- Managed 3 clinical cardiology training programs and 2 clinical research programs, along with their quality improvement and educational committees
- Developed and maintained program curriculums for training programs

References Available Upon Request