|  |
| --- |
| Professional Summary |
| Dynamic educator with over ten years of experience including instructional design, management, and teaching. Energetic with a positive attitude and the ability to effectively communicate and create standards based curriculum. Highly responsible, organized, and self-motivated. Knowledgeable and proficient in e-learning authoring tools and industry standards. |

|  |  |
| --- | --- |
| Skills | |
| Expertise in curriculum development | Positive and high-energy attitude |
| Interpersonal skills | Effective time management |
| Creative learning strategies | Great attention to detail |
| Proficient in Keynote, Adobe Illustrator, and Adobe Captivate | Proficient in Microsoft Office products (Word, Outlook, PowerPoint) |

|  |  |
| --- | --- |
| Work History  **Instructional Design Assistant**, University of Southern California 04/2016 to present  Marshall Business School online MBA program, Los Angeles, CA   * Create pages for the LMS system (Canvas) * Run teleprompter * Mark timecodes during recordings of guest speakers * Design visuals to accompany online recorded lectures * Assist senior designers as requested * Design formative evaluations * Quality check   **Course Book Writer**, FLS International, Remote 08/2015 to 12/2016   * Write project scopes (beginner through advanced) choosing vocabulary, grammar points, and themes * Design project timelines * Write content for ESL student and teacher course books including activities, articles and audio scripts * Write content for ESL homework pages and tests * Include illustration design suggestions * Meet strict deadlines * Manage multiple projects simultaneously | |
| **Course Book Writer**, Creative Content LLC, Remote | 07/2013 to 08/2015 |
| * Followed guidelines to write EFL/ESL course books for Pre-K- 4th graders * Wrote student books that conform to the editors guidelines * Wrote teacher books, homework sheets, parent guides, and vocational EFL/ESL books for adults on various subjects including landscaping, petroleum, and nursing * Followed editors feedback to complete projects * Successfully met strict deadlines | |
| **ESL Professor**, Sugiyama University, Nagoya, Japan | 09/2013 to 12/2013 |
| * Taught communications to university students * Followed and supplemented the curriculum * Completed reviews and kept track of students' attendance * Encouraged students and adapted classes to focus on their needs | |
| **Director of ESL Studies**, Tamwood International College,  Boston, MA | 06/2013 to 07/2013 |
| * Created student graduation folders, including certificates and progress reports * Ensured teaching material inventories were taken pre and post camp, and submitted to Head Office * Created weekly class lists and administered English placement tests to new students * Managed all aspects of graduation ceremonies * Managed all classroom related student discipline issues * Coordinated execution of camper arrival and departure days * Planned and facilitated all teacher training sessions * Approved teacher lesson plans and ensured Tamwood curriculum was followed * Created class lists and assigned teachers * Conducted weekly staff meetings and briefed staff daily as needed * Generated enthusiasm amongst the teaching staff * Spoke on a daily basis with Head Office, Group Leaders, Vendors and Camp Office Administration * Wrote Director of ESL Studies report, administered final staff survey and other paperwork * Led camp facility tours for agents and parents | |
| **Events Coordinator/ ESL Teacher/Academic Assistant/ TEFL Certification Instructor**, Target International Student Center, Somerville, MA | 11/2011 to09/2012 |
| * Taught integrated skills classes (Beginner and Intermediate) * Maintained records of students' attendance * Curriculum development * Built morale * Tracked office supply inventory and ordered office supplies * Tracked book inventory and ordered books * Administered and recorded monthly teacher evaluations * Assisted with hiring and training teachers * Assisted in coordinating and administering teacher development days and workshops * Administered and corrected placement tests * Kept track of students' performance in class * Advised students on academic and personal matters * Coordinated cultural activities and guest speakers * Maintained budgets and did fundraising * Created weekly and monthly activity calendars, expense reports, and activity reports * Recruited students for activities * Gave campus tours * Taught teacher certification classes | |
|  | |
| **ESL Teacher/ Curriculum Developer**, American Training, Lawrence, MA | 02/2011 to 11/2011 |
| * Taught job skills, interview skills, cover letter writing, resume writing, and survival English to immigrants from Cambodia, the Dominican Republic and Brazil * Assisted with job placement * Maintained records of students' attendance * Completed monthly progress reports * Curriculum development * Counseled students on adapting to life in the USA and re-entering the workforce. | |
| **ESL Teacher**, King George International College, Boston, MA | 12/2009 to 12/2010 |
| Taught reading, writing, grammar, listening, communications, power speaking (public speaking) and business English   * Maintained student records database * Monitored students’ progress and completed monthly progress reports * Supplemented the curriculum * Successfully used the communicative method for teaching English. | |
| **Teacher/ Curriculum Development**, Roxbury Youth Program, Roxbury, MA | 09/2008 to 03/2009 |
| * Worked with program coordinators to develop a curriculum which fulfilled grant requirements * Developed a curriculum to teach high-risk middle and high school students to write and act in their own film * Introduced various writing styles, uses of special effects, and acting techniques as a guide for the students to develop their own works * Guided students toward writing their own script and assuming roles of actors and directors * Developed and taught a curriculum for high school students which introduced art movements ranging from silent film to the Beatniks and applied these movements to poetry * Helped high school students develop their writing skills in an open environment | |
| **Teacher/ Teaching Assistant**, Beyond the 4th Wall, Cambridge, MA | 12/2005 to 07/2006 |
| * Assisted the art teacher and the drama teacher in leading and teaching elementary school students various art projects and the creation of an original play (ages 6-13) * Opened the classroom, set up projects, cleaned, organized and locked the classroom * Supervised stage crew and set construction * Was a liaison for parents regarding rehearsal and show schedules * Created mailing lists using excel; checked and returned messages * Supervised students during rehearsal and remained backstage to assist with entrances and exits during the show * Led art classes for 2 year olds | |

|  |  |  |
| --- | --- | --- |
| Education  **University of Southern California,** M.Ed. Learning Design and Technology, Los Angeles, CA |  | 2017 |
| **Boston Language Institute**, TEFL Certificate, Boston, MA |  | 2009 |
| **Emerson College**, BA,Theatre Studies (minor, Spanish), Boston, MA |  | 2005-2007 |
| **Suffolk University Madrid** , Madrid, Spain |  | 2006-2007 |
| **Berklee College of Music**, Boston, MA |  | 2003-2005 |

|  |  |
| --- | --- |
| Awards | |
| **University of Southern California Continuing Student Merit Scholarship** | 2016-2017 |

References available upon request.