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| 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. |

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| 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) |

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| Work History**Instructional Design Assistant**, University of Southern California 04/2016 to presentMarshall 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
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| **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
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| **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
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| **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
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| **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.
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| **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.
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| **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
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| 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 |

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

References available upon request.