Credentials

PRINCIPAL SKILLS
- Language instruction in intensive academic setting.
- Program development and coordination in a supportive team environment.
- Experience with instructional technology.
- Spoken and written communication expertise.
- Patience and sensitivity in cross-cultural academic setting.

EXPERIENCE

University of Southern California *(2013-current)*

ESL Lecturer for English Language Academy
- Teach at Intensive English Program.
- Assignments include Oral Skills, Reading/Writing/Grammar, and Academic Vocabulary.
- Provide a range of program support including testing, textbook selection, curriculum development, and ceremonial & organizational activities.

UCLA Extension, American Language Center *(June 1996-2013)*

ESL Instructor for Intensive English Program
- Teach Academic and Communication classes at all levels, including core, skills, and content-based classes.
- Program support: placement & diagnostic testing (proctoring), curriculum development, textbook reviews & selection, course-outline management, teacher mentoring, in-house presentations, in-service training.
- Academic and career advising, field trips, ceremonial & organizational activities.

California Institute of Technology *(Sept. 1998-2010)*

ESL Instructor /Coordinator
- Taught Academic Communication skills to science and technology graduate students, postdoctoral scholars, and visiting faculty.
- Observed and measured ESL enhancements of international graduate-student population (approx. 400) using the SPEAK Test (NTS) to gage SLOs.
- Created, implemented and maintained Excel-based MIS for SPEAK Test.
- Developed program structure, curriculum, textbook selection, and class materials.
- Organized quarterly class schedules.
- Maintained office hours to advise graduate students.
- Coordinated with staff and students as needed.

Santa Monica College *(Aug. 2009-2012)*

ESL Professor for Credit Program & Intensive English Program
- Teach advanced (credit) college-prep. reading and transferrable writing courses.
- Teach Intensive (non-credit) reading, writing, listening, speaking ESL.
- Program support: curriculum and material development (lessons, assessments), textbook selection, course-outline management, staff coordination and professional-development sessions.

http://www.MoviesGrowEnglish.com

Teledyne Solutions, Inc. *(May 2011-current)*
Senior Technical Editor
• Write/edit technical, administrative, and management materials including environmental and engineering reports, management procedures, and instructions.
• Generate comment/response documents, slide presentations, and correspondence.

WWW.MoviesGrowEnglish.com *(Dec. 2010 current)*
Website Creator/Publisher/Administrator
• Design, promote, and maintain education website for internet-based ESL/EFL instruction.
• Manage active bulletin board and blog.
• Author and publish detailed lessons and teaching instructions.

Previous U.S. Experience *(Dec. 1990-Oct. 2001)*
Glendale C.C., EF Int., Aspect, Coast Language Academy etc.
 • Taught Adult and Academic ESL at various levels to students having a variety of first languages and backgrounds.
 • Taught SAT preparation to high school students.
 • Participated in program support, in-service training, student advising.

Overseas & Workplace Experience *(June, 1994-June, 2002)*
Saudi ARAMCO, Agip Petroleum, Motorola Life Science etc.
• Taught contract classes to professional and management personnel.
• Developed work-based (special purposes) ESL lesson material.
• Scheduled/coordinated with management and human resources.

Other Experience:
• Owner/Operator of magazine distribution business.
• VISTA volunteer: Developed business plans, cash-flow statements, profit/loss documents for minority enterprises.
• Applied statistician for City of Seattle Human Resources and Police Departments. Compiled and analyzed sensitive worker data for diversity initiatives. Prepared and presented summary reports
• Deputy Director of Little City Hall Program in Seattle: Performed an array of support tasks as a community service representative.

PUBLICATIONS, PRESENTATIONS & AWARDS
 • Website: http://www.MoviesGrowEnglish.com using DreamWeaver, WordPress, and phpBB, contains movie-based ESL/EFL lessons and support material including Blog and Forum, founded in 2010.
• Annual ESL Fall Academic Institute (sponsored by National Geographic). Steven Maggiore presiding, with Dr. Keith Folse & Albert Lin - attendee, 2012-2014.
• 54th Annual Staff Service Award, California Institute of Technology. *Dr. Jean-Lou Chameau, President of Caltech*, presiding, 2009.
• "Using Movies for Interactive ESL Instruction" CATESOL Conference Presentation, Pasadena, CA, 2009.
• "Translation Dictionaries in the Reading Classroom: A Quantitative Snapshot," California State University Press, 1997.

http://www.MoviesGrowEnglish.com

- Thesis Committee Presentation: Dr. Russell Campbell, UCLA; Dr. Burckhard Mohr & Dr. Vanessa Wenzell, CSU Dominguez Hills.
- "Translation Dictionaries in the Classroom," Presentation at Los Angeles ESL Conference, 1997.
- Graduate Thesis Presentation, CSU Dominguez Hills, 1997.
- Graduate Thesis Presentation, CSU Dominguez Hills, 1997.

EDUCATION
- Masters in English (TESL) at CSU Dominguez Hills (honors graduate).
- B.A. Geography at University of Washington.
- CTEFLA, RSA Cambridge, England.
- Certificate in Feature Film Writing, UCLA Extension.
- ETUDES, Certificate of Completion.
- Italian Cert. at University for Foreigners, Perugia, Italy.

COMPUTERS
- MS Word, Excel, PowerPoint, Entourage, Firefox, Safari, IE, DreamWeaver (web design & SEO), Facebook, Google, eCompanion & Engrade (online gradebooks), ETUDES (distance-learning).
- Familiar with PCard, KRONOS, WordPress, phpBB.

INTERESTS
- Cultural diversity, computers, music, movies, JPL Golf Club.
- TESOL, TESL-L member/participant.

TRAVEL ABROAD
Canada, China, France, Germany, Greece, Holland, Iceland, Italy, Korea, Mexico, Saudi Arabia, Ukraine.