

JESSICA WARTENWEILER

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TEACHING EXPERIENCE

English Teacher

Chilean Ministry of Education Program “English Opens Doors” | Chile | March 2010 – November 2010

- Taught engaging, interactive lessons with a focus on speaking and listening skills for underserved students ages 4 – 18.
- Collaborated with school staff and administration to plan English cultural events

Aldo Leopold Elementary School

ESL Literacy Tutor | Madison, WI | January 2009 – June 2009

- Worked with 1st grade ESL students in a small group setting to improve reading skills

Madison Area Technical College

ESL Classroom Assistant | Madison, WI | September 2008 – July 2009

- Assisted adult students individually and in small groups with vocabulary, grammar, pronunciation, speaking, reading, and writing

Greater University Tutoring Services

ESL Tutor | Madison, WI | September 2003 – May 2004

- Helped university students with conversational English skills, assisted with homework, and familiarized students with American culture

SELECT PROFESSIONAL EXPERIENCE

Patent Docket Coordinator

Wisconsin Alumni Research Foundation | Madison | April 2007 – January 2010

- Maintained reports and records within database to ensure timely payment of annuities, as well as prosecution of patent matters in compliance with the Bayh-Dole Act
- Tested patent management software and gave input for improvements
- Trained managers and support staff in patent management software operation

Campus Organizer

University of Wisconsin Students for Choice | Madison | September 2005 – May 2006

- Utilized excellent organizational skills to successfully oversee all aspects of student organization’s operation including recruiting new members, student outreach, event planning, and coalition building
- Lead group meetings and sent out weekly correspondences to members
- Increased membership by more than double from previous year

EDUCATION

University of Wisconsin – Madison

Bachelor of Arts, Political Science, 2006