

OBJECTIVE: Teaching position in a Language Institute

EXPERIENCE

BridgeTEFL, Language Institute, Santiago, Chile
Trainee, August 2011 – September 2011

- Planned, prepared and executed a range of lesson types for communicative, student-centered classes using a variety of materials and techniques
- Assessed learners needs in order to plan and teach lessons that take account of learners' backgrounds, learning preferences and current needs
- Developed learners' overall language competency by defining and analyzing language skills (reading, writing, listening, speaking) and how they are learned
- Demonstrated professional awareness, responsibility, and teacher development by giving and receiving teaching feedback as well as working effectively with peers and trainers.

Office of California State Senator – Darryl Steinberg, Sacramento, CA, USA

Political Intern, August 2010 – December 2010

- Assisted legislative staff members with constituents' casework and affairs relating to the City and County of Sacramento
- Researched and summarized positions on issues related to pending legislation
- Processed and responded to public inquiries and concerns

Clickability Inc., Provider of Web Content Management, San Francisco, CA, USA

Sales Intern, June 2007 - Sept 2007

- Originally assigned to data mining, data entry, various projects
- Quickly moved to work on any RFPs with annual value of \$200,000 or more per annum
- Assisted senior level sales team in creating a template for completion and delivery of RFPs
- Prepared and delivered presentation to executive staff and senior leadership on GSA certification
- Given sole responsibility of preparing GSA certification bid
- Worked with Clickability senior leadership to create proposal for GSA bid

Consultant, June 2008 – Sept 2008

- Given consultant position directly from the Chief Executive Officer based on past performance
- Helped develop marketing documents to be used in the sales process
- Worked as sales associate to develop the qualification, QA, and tech support for 5 RFPs, each totaling \$100,000 - \$250,000 per annum
- Main point of contact for RFP bids

SKILLS

- Bridge IDELT™ teaching credential
- Excellent verbal ability
- Ability to communicate clearly and concisely
- Skilled in classroom management and student performance
- Proficient as a self starter
- Ability to follow directions, work independently, work as a team member, and apply problem solving skills to tasks
- Working knowledge of Spanish

EDUCATION

- Bridge IDELT™ (International Diploma in English Language Teaching) Certified – September – 2011
 - 160 Hour on-site course
 - 6 Hours of observed teaching practice
- BA - Double Major in Communication & Sociology, University of California, Davis – 2011
- Attended the University of Sydney, Australia - 2009

ACTIVITIES

- University of California, Davis, Men's Rugby Club, 2007 – 2011
- Sydney University, Sydney, Australia, Men's Rugby Club - 2009
- University of California, Davis, Division I Men's Soccer Team, 2006-2007

- References available upon request -