***Laura K. Mason***

12525 Pine Valley Club Drive, Charlotte, NC 28277

[LauraKMason@gmail.com](mailto:LauraKMason@gmail.com)

**Objective**

Obtain challenging position teaching ESL utilizing demonstrated interpersonal and administrative skills.

**Education**

**College of Charleston,** Charleston, SC

* Bachelor of Arts in Spanish 2007
* Bachelor of Arts in Latin American Caribbean Studies 2007

**Forester Instituto Internacional,** San Jose, Costa Rica

* Intensive Spanish Immersion

**Duke University,** Durham, NC

* Duke Continuing Studies: ESL In a Nutshell

**Clayton State University**

* Orientation to the Profession of TESOL (30 hours)
* Materials and Methods of TESOL (40 hours)

**Charlotte Catholic High School**

**Work Experience**

**C.E.I.P. Profesor Tierno Galvan (Elementary School) , Junta de Andalucia, CIEE,** Chiclana de la Frontera, Cadiz, Spain

September 2010-May 2011

Lead Mentor Teacher/ Language Culture Assistant

* Providing advice and constructive critisicm to fellow teachers.
* Educating Spanish children ages 3-12 about the language and culture of the USA.
* Providing instrucion in bilingual education classes, ie, Sciene in English, Art and English, and English Languace Classes
* Providing private instrucion as needed

**Asian** **American** **Resource** **Center**

September 2009-September 2010

ESL Teacher

* Instructing students on grammar basics focusing on the diction and culture of American society
* Administering placement tests
* Assisting the center with Spanish language phone calls.

**Interactive College of Technology,** Chamblee, GA

August 2009-September 2010

ESL Teacher

* Teaching ESL to adult students
* Lesson planning and test preparation
* Assessing students’ skill levels
* Mentoring students

**Refugee Resettlement Office of Catholic Social Services, Americorps ACCESS Project,** Charlotte, NC September 2008-August 2009

ESL Program Assistant

* Teaching English as a second language (ESL)
* Teaching the Naturalization Test for American Citizenship.
* Administering language assessments
* Curriculum Development
* Troubleshooting and maintaining computer lab
* Organizing multicultural field trips

**International House,** Charlotte, NC, August 2007-July 2009

Intern

* Tutoring English as a second language (ESL)
* Community Outreach including representing International House at Bank of America Diversity Fair
* Administrative work using Microsoft Office Suite including formulating donor database
* Helped plan and organize fundraising gala
* Special projects for Executive Director and Communications Specialist
* Creating itineraries for international visitors

**Blumenthal Performing Arts** **Center**, Charlotte, NC, October 2007- April 2008

Executive Sales Representative

* Won several weekly sales contests
* Fundraising

**Albemarle** **Elementary School**, Charlotte, NC, October 2007-May 2008

Tutor

* Tutoring Children ages K-5 in math and reading

**Children and More Photography**, Charlotte, NC May 1999- 2007

Photography assistant

* Sales
* Filing
* Order booking and billing
* Photographing clients

**Community Involvment**

**Latin American Association,** Atlanta GA, June 2010-August 2010

Head Start Summer Program Volunteer

* Assisted children ages 5-13 in summer camp program
* Helped nurture an interactive learning environment

**Refugee Family Services,** Stone Mountain GA, December 2009- May 2010  
Events Volunteer

* Participated in Refugee Organizing in Action
* Assisted refugee children in creating a mosaic for the community
* Volunteered for the children's afterschool program

**Professional Develpment**

**Latin American Association English as a Second Language (ESL) Workshops**

* Presentations Explanations and Practice Activities in the Adult ESL Classroom
* Adult ESL Teaching 101: The Basics
* Materials Development and Adaptation for the ESL Classroom

**Awards and Achievents**

* Credential in Cross-Cultural Human Services awarded by AmeriCorps ACCESS Project and The University of North Carolina at Greensboro Social Work Department.
* Maintained a 83% retention rate for students at the Interactive College of Technology.

**Skills**

Proficient in Spanish, the ability to cater to different learning styles and skill levels of the English language, general Administration using Microsoft Excel, Word, Access and Publisher, and the ability and drive to act independently.