

Michelle Elizabeth Polo

Cell: (206)696-4424 | Email: Michellepolo4535@gmail.com

Experience:

International Peer Advisor (I.P.A.)

Western Washington University; Bellingham, WA | 2024 - present

Assisted incoming international exchange students in adapting to their new college environment, providing support in dormitory adjustment, cultural acclimation, and daily life. Facilitated English language development by assisting with coursework, providing conversation practice, and supporting students in language classrooms. Organized and led group bonding activities, city outings, and social events to foster community engagement and cross-cultural exchange. Responded to student inquiries, provided emotional support, and served as a point of contact for various concerns. Collaborated within a small team to coordinate events and activities using Microsoft Excel and other digital tools.

Research Assistant – Language Revitalization

Western Washington University; Bellingham, WA | 2025 - present

With Professor Maura O'Leary

Contributing to the revitalization of Hän, an endangered Athabaskan language spoken in Alaska, through computational linguistics research. Focused on the development and refinement of a morphological transducer to support language documentation and learning tools. Responsibilities include analyzing linguistic data, implementing morphological rules, and collaborating on the integration of the transducer into broader language technology resources.

TESOL Practicum – ESL Teaching Assistant

Bellingham Technical College; Bellingham, WA | 2024 - present

Assisted in planning and delivering English language lessons to multilingual adult learners as part of a supervised TESOL practicum. Supported lead instructors with classroom management, small group facilitation, and individualized student support for A1 and A2 speakers of English. Provided feedback on speaking, listening, reading, and writing activities, and adapted instructional materials to suit learners' needs and proficiency levels. Gained practical experience applying TESOL methodologies in a real-world classroom environment.

Server/Host/Social Media Coordinator

Cob+Cork; Bow, WA | 2024 - 2025

Provided attentive service in a fast-paced restaurant environment, processing orders, collaborating with kitchen staff, and managing guest relations. Prepared and served beverages including coffee, wine, and cocktails. Maintained professional communication across phone, in-person, and online platforms. Managed social media accounts to increase engagement and visibility. Ensured cleanliness and adherence to health codes while supporting overall restaurant operations.

Upcoming:

Russian Teaching Assistant Intern

OneWorldNow; Seattle, WA | Summer 2025

Supported instruction in an immersive Russian language summer program for youth, assisting students in the classroom, especially those struggling with language acquisition. Led twice-weekly cultural lessons connecting Russian language learning with hands-on activities (e.g., calligraphy, cooking, dance). Took attendance and maintained communication with guardians regarding student absences. Assisted with grading, preparing materials, and managing small group work. Collaborated closely with supervising teachers and program leadership to support student learning and program logistics, including classroom setup, cleanup, and meal service.

Education:

Western Washington University - Bellingham, WA

Double Major: Bachelor of Science Mathematics/Computer Science; Bachelor of Arts Linguistics

Minor in Russian and Eurasian Studies

Certificate in TESOL; Graduating 2026

North Seattle College - Seattle, WA

Associates of Arts; Graduated 2022

Central Kitsap High School - Silverdale, WA

High School Diploma; Graduated 2022

Volunteering:

IEP/AUAP Volunteer

Western Washington University, Bellingham, WA | 2023–2025

Facilitated games and conversation-based activities with international students to create a low-stress, supportive environment for English language practice with native speakers.

Intensive English Classroom Assistant (B2)

Western Washington University, Bellingham, WA | 2025

Assisted in a high-intermediate English classroom, supporting instruction and classroom activities while observing TESOL teaching practices.

English Classroom Assistant (A1)

Whatcom Literacy Council, Bellingham, WA | 2024–2025

Provided instructional support in beginner-level English classes at Bellingham Technical College and Whatcom Community College, assisting with language learning activities and classroom management.

Russian Language Tutor

OneWorldNow After School Language Program, Seattle, WA | 2024–Present

Tutored high school students (levels 1–3) in Russian on an as-needed basis. Supported homework, language comprehension, and make-up lessons for students who missed class sessions.

Skills:

Languages: English (Native); Russian (Intermediate); Japanese (Conversational); Spanish (Beginner)

Programming Languages: Python; Java; C; C++; Assembly; Racket; SQL; HTML

Software Skills: Microsoft Office Products (Word, Outlook, PowerPoint, Visual Studio); Adobe Products (Acrobat, Photoshop CS, Lightroom, Illustrator); Workday; WorkSMART; Zoom; Teams; iPads; microphones; video equipment; Canvas; Praat

Typing Speed: 80 WPM

Certifications: TESOL Certification; First Aid/ CPR Certified; MAST Permit (class 12); Food Handlers Permit;

Clubs: Robotics - Vice President

Additional Skills: Access, equity and inclusion, peer-to-peer support, community building, advocacy and education programming, event planning and facilitation, working with diverse populations, professional communication, collaboration, accessibility (digital & physical)