

Rena May Lekach

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Licenses

Oregon Food Handler's Card (May 2012)

First Aid, AED & CPR Certification for adults, Oregon Red Cross (October 2012)

Education

The Lotus Seed School of Yoga and Movement Arts, Portland, OR (March 2012)

200 HR yoga instructor certification, registered with the Yoga Alliance

Teaching House, New York, NY (May 2008)

CELTA (University of Cambridge ESOL Certificate in English Language Teaching to Adults) – PASS

School of the Museum of Fine Arts in affiliation with Tufts University, Medford MA (November 2007)

Bachelor of Fine Arts, with concentration in Painting, Video Art, and Art History

Teaching Experience

The Lotus Seed School of Yoga, Portland, OR (March 2012 – present)

Yoga Teacher

- Lead community, all-level classes in a gentle vinyasa style
- Use asana, pranayama, and meditation for a well rounded practice
- Offer students a focus for each lesson and check in for personal assistance

ELS at Concordia University, Portland, OR (May 2011 - August 2012)

Instructor in English as a Second Language

- Prepared and delivered student-centered lessons for learners from diverse backgrounds, from beginner to masters' level
- Guided students in academic essay writing along with original curriculum development
- Encouraged self-discovery through personalization of language and fierce discussion
- Proctored oral and written assessments on a regular basis and keep meticulous student records

MLS English through Drama, Tokyo, Japan (March 2010 – March 2011)

Instructor in English

- Managed group classes for children from 0 to 10 years old using the MLS Drama Method®
- Prepared and delivered creative and kinetic lesson plans with a holistic approach
- Directed weekly rehearsals for onstage productions. Included, editing, blocking, voice training, and sound
- Established clear goals and class rules through playful routine
- Maintained classroom materials and communicated effectively with parents

International School of English, Yokohama, Japan (March 2009 – March 2010)

Instructor in English

- Tailored individual lessons for learners of all ages and language levels
- Employed a wide variety of texts, including children's texts, basic phonics, General English, Business English and Test Preparation (TOEIC, TOEFL, and Eiken Exams)
- Incorporated a diverse range of props, games and active role-plays to maximize student speech production
- Joyfully taught Tiny Tots with big readers, floor puzzles, mystery boxes, and song

GEOS Language Institute, New York, NY (May 2008 – February 2009)

Instructor in English as a Second Language

- Held multilingual Elementary English classes of 10-14 adult learners from diverse backgrounds
- Two sessions focused on both fluency and accuracy, following a communicative approach
- Lead cultural excursions in the city along with monthly language workshops
- Administered weekly tests and completed student progress reports on an individual basis

Arts-Related Work Experience

Museum of Modern Art, New York, NY (August 2008 – February 2009)

Film Desk Attendant

- Distributed tickets for film screenings, lectures, and special events
- Responded to visitor inquiries via phone service and Internet research
- Promoted and sold museum membership

Institute of Contemporary Art, Boston MA (July 2007 – March 2008)

Visitor's Assistant

- Provided visitors with supplementary information about the ongoing exhibitions and artists
- Monitored large numbers in the gallery spaces and enforced museum policy
- Maintained A/V equipment and cared for works of art

List Visual Arts Center, MIT, Boston MA (September 2007 – December 2007)

Office Intern

- Researched a multitude of foundations and worked towards grant writing
- Compiled purchase proposals and press kits; wrote and edited text for website and brochures
- Provided general administrative support including design of various printed matter, correspondence with donors and art dealers, photo editing

Mills Gallery, Boston Center for the Arts (June 2006 – June 2007)

Gallery Attendant

- Acted as a liaison between the public and surrounding art scene during gallery hours, working independently to care for the space
- Assisted with aspects of installing and taking down shows, sale of artworks, and lighting/audio setup for concerts and special events

Other Work Experience

Suzette Creperie, Portland OR (August 2012 – September 2012)

Interim Cook

- Prepared a variety of menu items for the café such as French onion soup, basil ice cream, homemade nutella, harissa, crepe batters, and various others
- Was able to effectively multi-task in a fast paced restaurant environment
- Gladly assisted front of house with assorted tasks as needed (seating guests, bussing dishes, light cleaning, etc)

J.P. Licks Cafe, Jamaica Plain MA (June 2006 – August 2007)

Cake Decorator

- Decorated standard and custom-order cakes with a variety of sprinkles and frostings
- Adapted to customer requests and employed creative techniques for most vibrant cakes
- Baked muffins, scones, croissants, cinnamon rolls, and other breakfast items
- Took daily inventory of items in stock or in need of supply

Paris Creperie, Boston MA (June 2004 – March 2006)

Barista

- Prepared milkshakes, espresso drinks, and other warm beverages in an intimate café setting
- Ran the cash register and performed opening and closing duties
- Cooked crepes and prepared a variety of food items, following proper food-handling procedure
- Provided excellent customer service by accommodating personal requests and responding to inquiries with prompt patience and kindness