**Kyli-Jaye Brown**

**907 NE 55th Avenue Portland, OR**

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**Education**

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**Title of qualification awarded** MA, Master of Arts International Policy Studies and Terrorism Studies August 2007 – December 2009

The Monterey Institute of International Studies [www.miis.edu/academics](http://www.miis.edu/academics)

460 Pierce Street, Monterey, California

Phone: 831.647.4121, Email: [records@miis.edu](mailto:records@miis.edu)

**Title of qualification awarded** BA, Bachelor of Arts Modern Languages

French Language Studies major, World History minor

September 1996 – June 2001

Pacific Union College [www.puc.edu/academics](http://www.puc.edu/academics)

One Angwin Avenue, Angwin, California

L’Université Campus Adventiste du Salève, Collonges, France.

Phone: 707.965.6673, Email: [records@puc.edu](mailto:records@puc.edu)

**Organizations**

National Language Service Corps

PO Box 12221 Arlington Virginia 22219-2221

1 888 729 6572 ext. 815

Charter member for French and Italian languages

**Languages** French; listening/reading 3, speaking 3, writing 3

Italian; listening/reading 3, speaking 3, writing 3

Spanish; listening 1+ reading 2, speaking 2, writing 1+

Turkish; listening 0+, reading 0+, speaking 1, writing 1

Georgian; listening 0+, reading 0+, speaking 1, writing 0

**Computer Competency** Microsoft office 2007 – 2010

Adobe Acrobat reader, pdf versions 1.0 – 9.0

SPSS statistical packages social science software

Data Analysis, Policy Analysis

**Work Experience**

**Occupation or position held Data entry and French translator for Rentrak Corporation**

**December 2012 – Present**

* Collecting grosses for the film industry worldwide
* Contacting French cinemas in Francophile countries
* Translating film industry information from French to English
* Data entry for French cinemas

**Occupation or position held Private English Teacher for IELTS and IBT TOEFL students**

**May 2011 – October 2011**

Via Dei Mille 18, Siracusa, Sicily, Italy

* Instructed IELTS and IBT TOEFL for business professionals and university students
* Produced a curriculum/syllabus specifically for the needs of each student
* Marketed Instruction using social media outlets
* Had a 100% success rate of students who passed the IELTS and TOEFL exams
* Taught beginning French classes to non-native speakers

**Occupation or position held Private English Teacher for TOEFL IBT and General English**

**January 2011 – May 2011**

Saraf Ali Sokak 9/2, Kadıköy, Istanbul, Turkey

* Taught General English; elementary and intermediate levels
* Translated legal documents from French to English
* Taught TOEFL IBT English
* Taught conversational English to high school students
* Taught university students and business executives
* Led seminars about differences between US culture and Turkish culture including Protestant work ethic, Muslim work ethic, high context culture and low context culture
* Worked with both documented and undocumented migrant workers from Moldova, Ukraine, and Bulgaria

**Occupation or position held Teacher for the Ministry of Education and Science, Republic of Georgia**

**August 2010 – December 2010**

58 Ilia Chavchavadze Prospecto, Kutaisi, Georgia (საქართველო)

* Taught General English, Geography, and Political Science to Georgian student
* Worked with socially unprotected children from School #44 and students who were a part of the orphanage
* Developed an English language curriculum for Georgian teachers and students
* Had several meeting between Georgian, Mingrhelian, American, and British teachers about intercultural competency in the classroom and cultural consciousness in the workplace
* Taught lesson planning to the Georgian teachers and worked in the Georgian orphanage after school program with the children
* Worked with IDP (internally displaced people) from the war with Russia and conflicts over Abkhazia and South Ossetia

**Occupation or position held On-site Coordinator and Teacher for Middle School and High School**

**Sylvan Learning Center**

**October 2008 – August 2010**

3000 Grand Avenue, Piedmont, California Phone: 510.428.4000

* Supervised other teachers who worked on the campuses
* Taught Social Studies, Geography, Latin American History, Beginning Reading, Academic Reading, Academic Essay Writing, Study Skills, and Basic Mathematics
* Taught students through the “Ace It Program”, government funded, “No Child Left Behind Program” throughout Alameda County, California
* Implemented the Sylvan Curriculum and Comprehension Program for Students along with daily lesson plans
* Followed literacy, fluency, and orthography models. Worked with bilingual, Spanish speaking, ESL students
* Used the “multiple pass technique” for non-native English learners and trained with CALL (computer assisted language learning)

**Occupation or position held Trainer for Charter High School**

**Learning for Life Charter High School**

**September 2007 – July 2008**

330 Reservation Road, Suite F, Marina, California Phone: 831.582.9820

* Taught English for the University entrance exam, Academic Essay Writing, American History, European History, Latin American Geography, Biology, American Government, and Political Science
* Taught native Tagalog and Spanish speaking, bilingual, ESL/EFL students
* Created and wrote an intermediate French curriculum to fulfill a California state language requirement for graduating senior high school students
* Instructed at-risk high school students following the charter school model

**Occupation or position held Production Specialist / Quality Assurance Document Control Specialist**

**Bayer Schering Pharmaceuticals**

**January 2005 – August 2007**

800 Dwight Way, Berkeley, California Phone: 510.705.5000

* Trained other biotech technicians for two years
* Translated Engineering documents from French to English
* Translated SOPs and BPRs from French to English
* Authored SOPs (standard operating procedures) and BPRs(batch production records)
* Maintained cGMP standards
* Supported the new filling and freezing facility for the production of Kogenate production
* Qualified for clean room regulations. Received microbiology and blood borne pathogen training
* Successful with trouble shooting computerized equipment
* Produced batch production records and standard operating procedures
* Tracked documentation for errors and filed in data control system
* Prepared reagents for buffer and fill line
* Performed scale calibration checks
* Followed the protocol for current good manufacturing practices according to the Food and Drug Administration Guidelines

**Occupation or position held Instructor and academic trainer for adult college students**

**Contra Costa College**

**September 2002 – May 2005**

2600 Mission Bell Drive, San Pablo, California Phone: 510.235.7800

* Taught computer lab tutorials for the Contra Costa College network
* Gave supplemental instruction for university / community college English classes to adult students
* Followed the university level college curriculum
* Conducted learning labs for students

**Special Projects**

Conducted a survey about illicit drug use among teenagers in Monterey County, California, for mandatory Data Analysis course during the MA program at the Monterey Institutes of International Studies. Used SPSS (statistical package social science software) to input results and create hypothesis and null hypothesis for the inputted data.

Contact: Dr. Fernando De Paolis, PhD, Monterey Institute of International Studies, International Policy Studies department, Phone: 831 647 3568, Email: [fdepaolis@miis.edu](mailto:fdepaolis@miis.edu)

After receiving a BA in 2001;Conducted research about how acculturation has affected the Samoan community to the San Francisco Bay Area and the migration of the Samoan community from Northern California to other regions of the United States.

Contact: Dr. James Duvall PhD, Contra Costa College, Earth Science and Anthropology departments, Phone: 510 235 7800, ext. 4824, Email: jduvall@contracosta.edu

Lived in Tbilisi, Georgia, in austere conditions after the 2008 war with Russia. Taught English and other subjects to students. Worked with IDPs (internally displaced people), from the Samagrelo region of Georgia who are ethnic Abkhazians. Volunteered at an orphanage for socially unprotected children. Interviewed two generations of Georgians and Armenians about life during the USSR and the aftermath of communism before the election of President Mikheil Saakashvili and recorded the data.

Contact: Ms. Nino Dzotsenizde, MA, Email: [ninodzotsenidze@yahoo.com](mailto:ninodzotsenidze@yahoo.com)