

CAROLINE AMODEO

Curriculum Vitae

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EDUCATION

Indiana University, Bloomington, IN—*August 2022 to present*

M.A. Hispanic Linguistics

Virginia Polytechnic Institute and State University, Blacksburg, VA—*May 2017*

B.A. Spanish, *summa cum laude*

B.A. Music, *summa cum laude*

Honors Baccalaureate Degree: Language Sciences

Minor: Language Sciences

PROFESSIONAL EXPERIENCE

Administrative Assistant – *Countdown, Brooklyn, NY – remote*

Feb 2022 – present

Oversee company financial data through maintaining accurate accounts receivable and payable. Report on monthly operations. Manage human resource and compliance needs, including employee benefits and insurance.

Client Service Associate – *Penn Rise Advisors, Parkesburg, PA*

Feb 2021 – Apr 2022

Oversaw insurance administration for individual and business clients, including applications, enrollment changes, and other maintenance. Advocated on behalf of clients to insurance companies; investigate claims and processing issues.

Donor Relations Coordinator – *Canine Partners for Life, Cochranville, PA*

Dec 2019 – Feb 2021

Used Excel, Word, and CRM database to record all donations, manage data, acknowledge donors, build lists, generate reports. Acted as donor liaison; protected confidential data. Served as database manager and mentor.

Market Staff and CSA Packer -- *North Star Orchard, Cochranville, PA*

July 2020 – December 2020

Worked at community Growers' Market on Saturdays, unloading and reloading truck, and setting up produce display, working point-of-sale and educating customers on produce. At farm, inspected and packed produce for weekly CSA shares.

Performance & Artist Supervisor – *Longwood Gardens, Kennett Square, PA*

Aug 2019 – June 2021

Managed a team of attendants to ensure performance and event success. Assisted with guest needs and inquiries, including conflict resolution and emergency response. Worked as a point of contact for visiting artists.

Performing Arts Administration Intern – *Longwood Gardens, Kennett Square, PA*

Aug 2017 – Sept 2018

Acted as department contact by managing office email and phone. Tracked event sales/revenue; maintained website content; supported event logistics. Compiled 10 years of archives into a comprehensive Excel database.

COMMUNITY LEADERSHIP & INVOLVEMENT

- **Diálogos XX Conference Volunteer:** Spanish & Portuguese Department, Indiana University (Feb 2023)
Worked as a volunteer during set up of conference events.
- **Council Member of The Phi Beta Kappa Association of Delaware Valley:** PA (Oct 2021-Oct 2022)
Served on the council that oversees activities of Association, including events, finances, membership, public relations, relations with national Society, and with college/university chapters in the region.
- **Phi Beta Kappa Delaware Valley Young Professionals Advisory Committee:** PA (Oct 2020-Aug 2022)
Served as a primary conversation facilitator and event leader for the chapter's virtual and in-person events.
- **Staff Task Force & Focus Group:** Canine Partners for Life (Feb 2020-Feb 2021)
Served on a committee dedicated to solving staff-suggested areas for improvement of the organization.
- **Employee Engagement Committee:** Canine Partners for Life (Dec 2019-Feb 2021)
Organized virtual and in-person events for staff to promote kinship across teams and management levels.
- **Olé at VT:** Virginia Tech (2014-2017)
Founding officer of Flamenco dance team. Coordinated rehearsals, learning choreography, and performances.
- **SalsaTech:** Virginia Tech (2015-2017)
Co-captain of Latin Dance club and team. Taught community lessons and performed choreography.
- **Trumpet Section Leader:** Virginia Tech (2016-2017)
Guided group rehearsals for Jazz and Wind Ensemble to meet detailed objectives and improve team unity.
- **School of Performing Arts Student Advisory Committee:** Virginia Tech (2014-2015)
Collaborated on a select panel of students that dialogued future direction of School of Performing Arts during a mass restructuring of school's programs.

TEACHING EXPERIENCE

Associate Instructor of Spanish – *Indiana University Department of Spanish & Portuguese, Bloomington, IN*
Aug 2022 – Present

Instruct Spanish courses to adult L2 Spanish learners. Plan and give grammar, vocabulary, and cultural lessons using the communicative approach, where class time focuses on opportunities for students to interact in the L2.

Teaching Assignments:

HISP-S 105: *First Year Spanish* (Fall 2022 – Spring 2023)

English Instructor – *The Salvation Army Corps, Coatesville, PA*
Oct 2019 – Feb 2020

Designed and taught L2 English classes to adult L1 Spanish speakers. Classes addressed common difficulties when learning English and vocabulary to help in professional settings.

Language and Cultural Ambassador – *Junta de Andalucía, Málaga, Spain*
Oct 2018 – June 2019

Collaborated with professors in five subjects: taught 200+ students as an instructional assistant at a bilingual school.

Private English Tutor—*Málaga, Spain*
Oct 2018 – June 2019

Gave individualized language instruction to L1 Spanish learners of all ages and proficiencies through conversation practice and interactive activities.

English Instructor—*Campus III Idiomas, Alhaurín de la Torre, Spain*

Oct 2018 – February 2019

Instructed three Cambridge English Exam preparatory courses at language academy (levels A1 through B2) to L1 Spanish speakers. Curriculum emphasized fundamentals of grammar and vocabulary for beginner through intermediate L2 English.

Honors College Teaching Assistant—*Virginia Tech, Blacksburg, VA*

2015 – 2017

Created and taught three reading seminars for the Honors College. Facilitated discussion-based classes, planned enrichment activities, gave feedback on assignments. In tandem with course, participated in teaching practicum to workshop curriculum and pedagogical methods.

Private Trumpet Instructor—*Blacksburg, VA*

2015 – 2017

Gave private classes to beginner trumpet learners. Instruction included fundamentals of trumpet playing, focus on embouchure, articulations, and collaborative playing to master concepts.

RESEARCH

Linguistics Research Assistant to Dr. Aarnes Gudmestad, *Virginia Tech, Blacksburg, VA (remote)*

July 2017 – present

Code L1/L2 Spanish linguistic data (oral, narrative, written) to create a body of data for analysis. Coding includes gender marking, subject expression, and collocations. Follow and revise coding schemes.

Undergraduate Linguistics Research and Thesis, *Virginia Tech, Blacksburg, VA*

“Individual Developmental Trajectories of Gender Marking in L2 Spanish”

August 2016—May 2017

Second language acquisition research built on Gudmestad, Edmonds, and Williams (2016), which analyzed the L2 development of gender marking in Spanish in a study-abroad context over time. Added third data-collection point to expand longitudinal scope and examined targetlike rates of use of L2 Spanish gender marking through a variationist perspective.

Undergraduate Research Assistant to Dr. María del Carmen Caña Jiménez, *Virginia Tech, Blacksburg, VA*

“Music, Dance, and Language: Explore VT through Flamenco”

May 2017—August 2017

Collaborated on interactive presentation and demonstration of flamenco history and dance; presented at summer program for prospective students through College of Liberal Arts Diversity grant. Presentation toured in Virginia as part of university initiative to increase student diversity enrollment.

Independent Undergraduate Research, *Virginia Tech, Blacksburg, VA*

“Exploring Flamenco Vocal Tradition through Trumpet Performance”

2016 – 2017

Advised by Dr. Caña Jiménez and Dr. Jason Crafton, study on transferring sung Spanish in traditional flamenco music to trumpet performance and interpretation through music transcription.

Undergraduate Research Assistant to Dr. Jason Crafton, Virginia Tech, Blacksburg, VA
2016 – 2017

Co-authored publication examining complications with trumpet embouchure (facial positioning) that prohibit long-term success, while providing pedagogical solutions to improve.

PUBLICATIONS

Crafton, J. & **Amodeo, C.** (2017). Approaching Embouchure Change as a Systemic Issue. *International Trumpet Guild Journal*, Oct 2017, 71-72.

PRESENTATIONS

Amodeo, C. Speaking of Speaking - Cooperative Principles in Conversation. Invited talk at Phi Beta Kappa Delaware Valley Association's *Mini TED-like Talks - What I Care About* event. (December 2021)

Amodeo, C. Exploring Flamenco Vocal Tradition through Trumpet Performance. Selected to present at:
ExploreVT Summer Program for Diversity, Equity, and Inclusion (Aug 2017)
Virginia Tech's Undergraduate Research and Creative Scholarship Conference (Feb 2016)
Hispanic / Latin@ Research Symposium (April 2016)

EVIDENCE OF TEACHING ENGAGEMENT

Heritage Language Pedagogy—*Department of Spanish & Portuguese, Indiana University*
Spring 2023

Developed pedagogical skills with particular focus on Spanish Heritage Learning environment and how it is fundamentally different from second language context.

Second Language Teaching Methods—*Department of Spanish & Portuguese, Indiana University*
Fall 2022

Built foundational knowledge of teaching university-level second-language learners in a classroom setting. Course focused on task-based language learning and application of empirically supported research on instructed second language acquisition. Developed instructional materials and workshopped pedagogical techniques.

Williams Amodeo, Caroline (submitted). ¿Dónde se compra la comida? Task-Based Language Learning Task Bank. <https://tblt.indiana.edu/index.html>.

Workshop Attendance—*Developing Your Teaching Philosophy Statement for a Faculty Job Search*
Oct 2022

LANGUAGE EXPERIENCE

English: Native

Spanish: Advanced

Immersive Spanish Language Studies

Málaga, Spain (Oct 2018-June 2019)

Quito, Ecuador (Jan 2017)

Intensive Second Language Institute, Virginia Tech (July 2014)

Virginia Governor's School, Sweet Briar College (July 2011)

French: Advanced beginner

HONORS, AWARDS & GRANTS

- Department of Spanish & Portuguese Start Up Funds: \$3,000 (2022-2023)
- The Phi Beta Kappa Honors Society (May 2017)
- The Phi Kappa Phi Honors Society (April 2015)
- Calhoun Liberal Arts Scholar: \$40,000 Honors College scholarship (2013-2017)
- “Outstanding Major Award” of the Department of Modern and Classical Languages and Literatures (2017)
- Aspire! Award for Curiosity: recognizing life-long commitment to intellectual development (April 2015)
- Moody, Pratt, Minor Scholarship: \$4,030 (2016-2017)
- Language and Culture Institute Study Abroad Scholarship: \$3,000 (2016-2017)
- Martha Price Hancock Scholarship: \$2,000 (2016-2017)
- Hallie L. Hughes Scholarship: \$1,725 (2016-2017)
- Deans’ List (2013-2017 fall and spring)