

Jeffrey Woods

14048 S. Mule Deer Dr., Draper, UT 84020
(208) 701-4054 | jeffreyywoods2@icloud.com

EDUCATION

Brigham Young University Provo, UT
BGS in English, Minor in Spanish Apr 2021

- Certified Tutor, Level I - College Reading & Learning Association
- Certificate of Advanced Oral Proficiency in Spanish – American Council on the Teaching of Foreign Languages

University of Utah Salt Lake City, UT
Professional Certificate, Full-Stack Web Development Mar 2021

- HTML, CSS, JavaScript, JQuery, Bootstrap, APIs, Responsive Web Design, Mobile-First Web Design

EXPERIENCE

Private Tutor Draper, UT
Novice-Intermediate Spanish Tutoring Apr 2020 – Present

- Teach children at the Novice level (ACTFL) of oral proficiency, working toward Intermediate within 6 months
- Design oral exams following ACTFL guidelines to accurately determine each student's level of proficiency
- Create customized lessons for each student, following Utah state language-learning standards

Brigham Young University Provo, UT
Spanish Instructor Sep 2019 – Apr 2020

- Curate and design course content to effectively guide a diverse classroom to a solid understanding of the language
- Study and follow best practices to ensure BYU's mission to utilize a Communicative Language Teaching approach
- Cater classroom instruction to the diverse abilities and learning styles of twenty-three students from all backgrounds

Peterson Partners (Private Equity/Venture Capital Firm) Salt Lake City, UT
Investor Relations/Business Development - Summer Apr 2019 – Sep 2019

- Principal writer for Peterson's newsletter, updating LPs and CEOs on the fund's investments and performance
- Implemented new customer relationship management software and performed data-cleansing on 16,000 records
- Sourced leads and collaborated on copywriting and design of introduction decks for add-ons for healthcare platform

LEADERSHIP & SERVICE

BYU Spanish Interpreters Provo, UT
Community Translation/Interpretation Services
Volunteer Translator/Interpreter Aug 2016 – Present

- Translated two-page medical brochure that informed Spanish-speaking patients of their legal rights in the clinic
- Provided Spanish interpretation for local elementary schools to aid communication between teachers and parents

The Church of Jesus Christ of Latter-day Saints Newark, NJ
Full-Time Volunteer Representative Mar 2013 – Mar 2015

- Directed groups of 8 volunteers, reviewing progress, presenting regular workshops, one-on-one mentoring sessions
- Set weekly and monthly team goals, followed up frequently to ensure that we effectively helped our communities
- Mentored six different communities full-time across New Jersey on principles of good living and addiction recovery

AWARDS, SKILLS & INTERESTS

- Created YouTube video with 6 million views, earned 2900 subscribers
- Advanced fluency in Spanish in reading, writing, speaking, and listening
- Interests: Python programming, mountain biking, working on my classic-era Dodge pickup