

JESSICA EVANS

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Education

Web Development Program

October 2019

Suncoast Developers Guild – St. Petersburg, FL

Master of Arts: Linguistics: Teaching English as a Second Language

2018

University of South Florida - Tampa, FL

- Outstanding Graduate Linguistics Student of 2018
- Co-president of the Linguistics Graduate Student Organization (2017 - 2018)

Bachelor of Arts: French & International Studies

2013

University of South Florida - Tampa, FL

Work History

ESL Instructor

06/2018 to 06/2019

ELS Educational Services – Chicago, IL

- Taught all levels of SSP (Structure/Speaking Practice), Vocabulary Enrichment, Reading/Writing, and LTC (Language Technology Center) classes as assigned
- Prepared lesson plans, activities, and assessments
- Tested, evaluated, and counseled students regarding their classroom performance
- Participated in administrative meetings and professional development activities
- Coordinated instruction, attendance records and evaluations with other teachers

English Tutor

05/2017 to 07/2018

Golden Voice English Online Education – Toronto, ON

- Delivered engaging live, interactive online English lessons to children in China focused on the improvement of speaking and listening skills.
- Fostered rapport with students to create a positive affective learning environment.
- Provided corrective feedback in accordance with students' level of proficiency.

French Tutor

01/2018 to 05/2018

University of South Florida – Tampa, FL

- Assisted undergraduate university students enrolled in French I and II courses with assignments, presentations, homework, study preparation and conversation practice
- Collaborated with the French faculty and instructors to determine areas of focus and refer students in need of additional assistance.
- Encouraged learner autonomy through the promotion of online resources for additional practice.

ELP Instructor

08/2017 to 12/2017

INTO USF – Tampa, FL

- Taught a creative writing course to a diverse group of 15 intermediate English language learners.
- Developed materials and activities appealing to a variety of different learning styles.
- Created new lesson plans based on course objectives.
- Improved instruction methods by using a variety of assessment tools and strategies.

English Tutor

01/2017 to 12/2017

INTO USF – Tampa, FL

- Worked one-on-one with international students enrolled in the university's English language programs.
- Reviewed information discussed in students' classes.
- Provided clarification of English grammar rules, pronunciation, and paper formatting.
- Aided with preparation and practice for oral presentations.
- Collaborated with fellow colleagues to produce a quarterly newsletter for the tutoring center.

Bond Underwriter

05/2013 to 10/2016

CCI Surety Inc. – Tampa, FL

- Analyzed clients' financial solvency to provide bid and performance/payment bonds on construction projects.
- Conducted comprehensive analysis and evaluated risk to control underwriting loss.
- Worked with colleagues to review, accept or deny new and renewal business.
- Calculated and invoiced bond premiums using QuickBooks
- Managed relationships with agents and customers in support of overall business growth and development.
- Presented and clearly explained bonding options based on clients' needs and goals.

Skills

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| • HTML, CSS, JavaScript | • Time management |
| • Teaching/tutoring | • Microsoft Office Suite |
| • Experience with instructional design | |

Affiliations

- Suncoast Developers Guild

References

Available upon request