

MARIA VICTORIA TORRES DIVELY

OBJECTIVE

Responsible, professional, caring, enthusiastic and hardworking native Spanish bilingual teacher with eight years of teaching experience at all levels, is seeking full time employment as a Spanish teacher.

WORK HISTORY

SPANISH TEACHER • TUSSEY MOUNTAIN HIGH SCHOOL SAXTON, PA

JAN 2016 – JUN 2017

Beginners: Exploratory Spanish (8th Grade), **Spanish I** (9th Grade), **Spanish II** (10th Grade), **Spanish III** (11th Grade) & **Spanish IV** (12th Grade)

SPANISH I TEACHER • ALTOONA AREA JUNIOR HIGH SCHOOL ALTOONA, PA

NOV 2015 – JAN 2016

Spanish I (9TH grade)

SPANISH TEACHER • BISHOP GUILFOYLE CATHOLIC HIGH SCHOOL ALTOONA, PA

AUG 2012 – SEPT 2015

Beginners: Exploratory Spanish: Kindergarten, 6th, 7th, and 8th (**Saint Rose of Lime Catholic school**)

Spanish I (9th grade), **Spanish II** (10th grade), **Spanish III** (11th grade), and **AP Spanish** (Advance Program)

Spanish teaching responsibilities:

- Plan and prepare lessons plan, organize for instruction
- Implementing instruction (designing coherent instruction)
- Teach Spanish language and culture at various levels, to diverse array of students of varying ages and abilities
- Monitor and evaluate student progress and potential, and implement testing
- Classroom environment and design: maintain an orderly, peaceful, and positive learning environment
- Classroom management and organization: applying disciplinary measures when necessary
- Meet with parents and guardians to discuss their children's progress
- Implement a variety of teaching tools including modern technology to accommodate all learning styles
- Make learning a second language enjoyable

SUBSTITUTE TEACHER • ALTOONA AND BEDFORD AREAS SCHOOL DISTRICTS AND IU8 BLAIR AND BEDFORD COUNTIES, PA

AUG 2009 – JUN 2012

- Adapted quickly and enforced rules for behavior and procedures for maintaining order among the students
- Responsible for providing instruction and managing the learning environment
- Follow the lessons plans provide by the absent teacher
- Perform other duties as required and provide a brief report in writing on the day's activities at the conclusion of each day for the teacher

**INTERPRETER AND TRANSLATOR • SIGN LANGUAGE SPECIALISTS OF
WESTERN PA INC., JOHNSTOWN, PA**

OCT 2012 – OCT 2013

- Translate CamTram's (Cambria County Transit Authority) 36 different route schedules and designs into Spanish
- Spanish – English translation and interpretation for immigrant families receiving county services (IEP)

**THERAPEUTIC SUPPORT SPECIALIST • CHILDREN'S BEHAVIORAL HEALTH INC.
JOHNSTOWN, PA**

AUG 2011 – MAY 2012

- Established and enforced good behaviors in the classrooms
- Supported teachers in the classrooms
- Modified behaviors
- Instructed special skills to work with autistic children

**TRANSLATOR SPANISH – ENGLISH – SPANISH • FROSTY HOLLOW FARMS
ROARING SPRING, PA**

MAR 2000 – AUG 2012

- Responsible for listening to, understanding and translating spoken or written statements from one language to another
- Attended conferences and meetings and act as official translator to mediate discussion

ACCOUNT EXECUTIVE • FEDERAL EXPRESS CORPORATION, BOGOTÁ, COLOMBIA S.A

JAN 1995 – NOV 1999

- Engaged customers and developed value propositions that met their needs, increased volume from existing customers, identified and acquired volume from new customers and managed implementation through effective customer education

**ASSISTANT SALES MANAGER • EXXON CHEMICAL CORPORATION, BOGOTÁ, COLOMBIA S.A
HOME OFFICE USA.**

DEC 1991 – JUL 1994

**ASSISTANT CONSULATE • BRITISH EMBASSY, BOGOTÁ, COLOMBIA S.A HOME OFFICE ENGLAND
OCT 1989 – DEC 1991**

EDUCATION

Post Baccalaureate Program. Certificate in the area of Spanish K-12 as of April 28, 2017 • **SAINT FRANCIS UNIVERSITY, LORETTO, PA**

- Credits Earned: 51 with GPA of 3.569
- Successfully passed the Spanish World Language PA Praxis Test with score of 181
- Applied to TIMS-PA Department of Education for Spanish Certification in K-12
- Four classes short of obtaining a Master's Degree of Education

Bachelor's Degree • **EXTERNADO DE COLOMBIA UNIVERSITY, BOGOTÁ, SOUTH AMERICA**

MAJOR: Business Administration

Degree approved by Educational Credential Evaluators (ECE). Milwaukee, WI and the PA Department of Education. Will supply ECE transcripts upon request.

Certificate for Proficiency in Secondary Spanish and certificate for Proficiency in the Spanish Language for Business • **THE LANGUAGE CERTIFICATION INSTITUTE**

MARCH 18/2013

PERSONAL

- Married to a school bus driver and mother of three, aged 16, 14, and 12 years of age. Our oldest daughter is autistic. All are bilingual
- Enjoy spending time with family, attending church and going to the gym
- Can speak (basic intermediate language): French, Italian and Portuguese