

## 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.

### CERTIFICATION

**PENNSYLVANIA PROFESSIONAL CERTIFICATE OF INSTRUCTIONAL SPANISH PK-12 (PPID# 6970457), SEPTEMBER 12, 2017**

### WORK HISTORY

#### **SPANISH TEACHER • TUSSEY MOUNTAIN HIGH SCHOOL**

##### **SAXTON, PA**

JAN 2016 – JUN 2017

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

#### **ENGLISH LONG TERM SUBSTITUTE TEACHER • TUSSEY MOUNTAIN HIGH SCHOOL**

##### **SAXTON, PA**

JAN 2016 – JUN 2017

Training and preparation of 8<sup>TH</sup> grade students for PSSA testing

#### **SPANISH I TEACHER • ALTOONA AREA JUNIOR HIGH SCHOOL**

##### **ALTOONA, PA**

NOV 2015 – JAN 2016

**Spanish I** (9<sup>TH</sup> grade)

#### **SPANISH TEACHER • BISHOP GUILFOYLE CATHOLIC HIGH SCHOOL**

##### **ALTOONA, PA**

AUG 2012 – SEPT 2015

**Beginners: Exploratory Spanish:** Kindergarten, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> (**Saint Rose of Lima Catholic School**)

**Spanish I** (9<sup>th</sup> grade), **Spanish II** (10<sup>th</sup> grade), **Spanish III** (11<sup>th</sup> 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

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**EDUCATION**

- SAINT FRANCIS UNIVERSITY, LORETTO, PA

Post Baccalaureate Program, completed April 28, 2017

Professional Certificate in the area of Spanish PK-12 (PPID # 6970457)

- Credits Earned:51 with GPA of 3.569
- Successfully passed the Spanish: World Languages PA Praxis Test (5195)
- Successfully passed the Fundamental Subjects: Content Knowledge PA Praxis Test (5511)
- Four classes short of obtaining a Master's Degree of Education

● **EXTERNADO DE COLOMBIA UNIVERSITY, BOGOTÁ - COLOMBIA, SOUTH AMERICA**

BA in Business Administration , September 17/1989

MAJOR: Business Administration

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

● **THE LANGUAGE CERTIFICATION INSTITUTE.**

Certificate for Proficiency in Secondary Spanish and certificate for Proficiency in the Spanish Language for Business, MARCH 18/2013

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**PERSONAL**

- USA and Colombia citizen
- Married 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