# **Robert B. Crouch**

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## Professional Goal

Teacher/Instructor/Facilitator

## Academic Preparation

*TESOL Certificate* Global Leadership College Online Toronto, Ontario 2014

**Teaching English to Speaker of Other Languages (TESOL) Specialist**

*Master of Arts* Teachers College Columbia University New York, NY 2003

**English Education 7-12**

*Bachelor of Arts* College of New Rochelle Brooklyn, NY 2002

**Communications**

**Professional Teaching Experience**

**Private English Tutor** January 2004 – Present

Provide instructional assistance with all areas of English, in person or online. Establish and maintain professional relationship with students. Use appropriate techniques and strategies for learning retention.

Create and maintain a positive learning experience based on need(s) of student. Provide positive and motivating feedback on all assignments.

**Lead Job Readiness and Preparation Facilitator** June 2012 – July 2014

*FedCap, Inc*., Brooklyn, NY

Worked directly with Supervisor to monitor departmental progress. Work Readiness Department point-person. Conducted bi-weekly facilitators meetings. Assisted with curriculum development. Oversaw Resume Writing Volunteer program.

Facilitated employment focused workshops from the Resume Development and Network Center. Created and revised cover letters and resume. Assisted with online job search and the completion of online employment applications.

Facilitated *Work Readiness Workshop 101* by conducting interactive discussions on reentering the workforce. Maintained accurate attendance records. Completed monthly evaluations. Used Work Readiness assessment tools to document learning and retention. Planned and utilized instructional methods and resources to motivate and enable participants to achieve employment goals. Worked closely with participants of other cultures and English Language Learners.

Facilitated first day orientation for new participants by using departmental PowerPoint Presentation. Distributed daily transportation fare.

**Adjunct English Faculty and Tutor** September 2003 – June 2012

*College of New Rochelle, School of New Resources*, Brooklyn, NY English Department

Taught Undergraduate Core Courses: ***Experience, Learning and Identity; Library As A Research Tool & Translating Experience Into Essay; Writing Research Papers & Language, Thought and Critical Analysis.*****Tutor** for the Writing Workshop. **Per Diem**: Evaluated entrance applications for admission to CNR; analyzed qualifications of prospective students utilizing established college admissions standards; submitted evaluations and recommendations to Campus Director.

Created each course outline. Taught students how to dissect a chosen novel to understand its themes, tones and styles while providing a historical context. Taught all elements of essay writing and revision. Provided constructive feedback in a timely manner. Shaped how students viewed, read and comprehended literature. Created all assessments tools to ensure learning was taking place. Acted as Mentor and Liaison for students.

Created and maintained a culture of effectiveness by setting high standards and expectations for all students. Created and maintained a classroom environment that provided student engagement in the learning process and enabled student to achieve learning objective. Prepared for all assigned classes and showed written evidence of preparation.

Participated in professional development and growth trainings and activities focused on the acquisition of new and updated knowledge and skills.

**Adjunct English Faculty** September 2003 – June 2011

*Boricua College*, New York, NY Experiential, Theoretical and Cultural Studies Department

Taught Undergraduate Core Courses: ***English Composition I & Advanced English Composition II***

Taught students how to dissect a chosen novel to understand its themes, tones and styles while providing a historical context. Taught all elements of essay writing and revision. Provided constructive feedback in a timely manner. Shaped how students viewed, read and comprehended literature. Created all assessments tools to ensure learning was taking place. Acted as Mentor and Liaison for students.

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Participated in professional development and growth trainings and activities focused on the acquisition of new and updated knowledge and skills.

**Adult Education Instructor** November 2008 – August 2009

*Lutheran Settlement House*, Philadelphia, PA

Facilitated 20 hours of classroom literacy and GED (Reading, Writing, Social Studies and Math) instruction weekly. Monitored and documented each student’s progress in achieving academic and personal goals. Supported the integration of technology in an adult literacy instructional environment. Prepared for assigned classes and showed written evidence of preparation. Utilized all resources available.

Created and maintained a culture of effectiveness by setting high standards and expectations for all students. Created and maintained a classroom environment that provided student engagement in the learning process and enabled student to achieve learning objective. Prepared for all assigned classes and showed written evidence of preparation.

Participated in professional development and growth trainings and activities focused on the acquisition of new and updated knowledge and skills.

**Youth Development Specialist/Tutor Coordinator** April 2006 – August 2008

*Queens Community House* @ John Adams High School Ozone Park, NY

Organized and conducted Life Skills workshops for Young Adult Borough Center students. Prepared a semester syllabus for the workshops presented reflecting on various topics relating to life skills, employment and higher education.

Provided individual counseling to caseload of 40 students. Hired, trained, and supervised tutors.

Created and maintained a culture of effectiveness by setting high standards and expectations for all students. Created and maintained a classroom environment that provided student engagement in the learning process and enabled student to achieve learning objective.

Participated in professional development and growth trainings and activities focused on the acquisition of new and updated knowledge and skills.

## Professional Experience

**Department Supervisor** July 2014 – February 2016

*ResCare Workforce Services*, Brooklyn, NY

Supervised Case Managers, Facilitators, Part-Time staff and Interns. Provided support, leadership and direction ensuring compliance with policies and procedures. Oversaw the delivery of the Work Readiness Workshops and the activities. Conducted staff meetings, observation and supervision. Developed and implemented strategies to maximize quality performance. Complied with Confidentiality of Agreement.

### Professional References

Arbor ResCare Work Force Services 741 Flushing Avenue, Brooklyn, NY 11206 (917) 338-5215

Contact Person: Cynthia Hackett, Program Manager

FedCap Rehabilitation Services, Inc. 25Elm Place, 6th floor, Brooklyn, NY 11210 (917) 246-4013

Contact Person: Wilfredo Sawyers, Supervisor

College of New Rochelle 1368 Fulton Street, Brooklyn, NY 11216 (718) 638-2500

Contact Person: Professor Ellen Jacobs, Director

Boricua College 3755 Broadway, New York, NY 10032 (212) 694-1000

Contact Person: Dianna Valerio, Department Coordinator

Lutheran Settlement House 1340 Frankfort Ave., Philadelphia, PA 19125 (215) 426-8610

Contact Person: Betty Johnson, Assistant Director - CEED Department