**Joanna Manieri**

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**EDUCATION**

**Widener University**, Chester, Pennsylvania

Master of Arts Program in Secondary Education English **May 2012**

Pennsylvania Certification: English and Language Arts Education (Grades 7-12) **May 2015**

**Loyola University** **Chicago**, Chicago, Illinois **May 2006**

Bachelor of Arts in Communication with minors in Sociology and Classical Studies

**PROFESSIONAL EXPERIENCE**

**Ross School,** East Hampton, NY          **August 2015- present**

**Global Literature/ESOL**

Teaching Global Literature and skills-based classes to ESOL students at Ross Upper School. Additional tasks include being an advisor, planning and chaperoning a Field Academy trip to New Zealand, tutoring students, and house parenting. Daily tasks include planning and delivering lessons based on the Ross core curriculum, choosing books, creating assessments and rubrics, as well as tracking grades and student progress. Literature taught includes abridged versions of *The Canterbury Tales, Arabian Nights, Popol Vuh, The Divine Comedy, Don Quixote, Frankenstein, and Robinson Crusoe.*

**Abington Senior High School,** Abington, PA **Fall 2014**

**Student Teacher**

Taught four 10th grade English classes (two Honors classes and two College Preparatory classes) at Abington Senior High School. Daily tasks included planning and delivering lessons based on Keystone Anchors, creating assignments, and assessing students. Literature taught included *The Catcher in the Rye, The Crucible,* and *Speak*.

**University of Pennsylvania,** Philadelphia, PA  **January 2015- May 2015**

**Mentor in the Graduate School of Education**

Mentoring Master’s TESOL candidates as they complete their Practice Teaching Experience. Mentoring duties include attending class sessions, providing feedback to mentees in an effort to further develop their pedagogical skills and strategies, and keeping in regular contact with their professors. Each visit includes an observation period, a debriefing session, and a written report of the key points discussed with the mentee.

**Temple University,** Philadelphia, PA **March 2013- August 2015**

**ESL Instructor, Intensive English Language Program**

Teaching English as a Second Language to beginning to intermediate international students to assist them in furthering their academic careers. Classes being taught include Reading, Writing, Listening, Speaking, Cultural Awareness, and Elective courses. Independently developing, implementing, and delivering classes daily. Duties include creating and administering assessments, counseling students, tracking student progress, completing grade reports, as well as other administrative tasks.

**Harcum College**, Bryn Mawr, PA **January 2013- May 2014**

**Adjunct Professor**

Teaching Test of English as a Foreign Language (TOEFL) preparation classes to advanced international students. Independently developing, implementing, and delivering two classes per week in all four areas: Reading, Writing, Speaking, and Listening.

**The Language Company**, Philadelphia, PA **February 2011- August 2015**

**ESL Instructor**

Teaching English as a Second Language to beginning through advanced international students to assist them in furthering their academic careers. Independently developing, implementing, and delivering up to 4 classes a day including Grammar, Reading and Writing, Oral Skills, and various elective courses such as Book Club, Fashion, and TOEFL preparation. Duties include creating and administering assessments, tracking student progress, counseling students, completing grade reports, and other administrative tasks. Additional duties include tracking Saudi Arabian students’ progress in a monthly report, and administering exit tests to graduating students.

**iTTTi Japan, Peppy Kids Club,** Shizuoka-ken, Japan **April 2008- October 2011**

**Native English Language Instructor**

Taught English conversation to children (ages 3- 17). Independently planned and taught one-hour lessons to classes of up to 12 students, created and adapted lesson plans according to students' ability, wrote lesson reports, tracked student progress and behavior, collaborated with Japanese teachers to improve students ability and understanding, led demonstration lessons for students and their parents, made presentations at and participated in workshops, as well as prefecture-wide meetings. Also co-taught and observed other teachers lessons and provided feedback.

**Nova Group of Japan**, Shizuoka-ken, Japan **September 2006- April 2008**

**English Language Teacher**

Taught English conversation to adults and children (ages 3 and up) using a variety of techniques including free conversation practice, text based lessons, and TOEIC test preparation. Conducted demonstration lessons, completed student progress reports, constructed and executed lessons to match student ability, and completed various administrative tasks and responsibilities.

**Loyola University Chicago Literacy Center**, Chicago, IL **Spring 2006**

**Volunteer English language teacher**

Served as a volunteer tutor to recent immigrants in the Rogers Park, Chicago area. Planned and taught weekly grammar and conversation lessons to a 16-year-old from Sudan.

**ADDITIONAL EXPERIENCE**

**Gap Inc.**, Chicago, IL and Plymouth Meeting, PA **April 2004- May 2011**

**Sales Associate and Stylist**

Assists customers with selecting purchases and gifts. Duties include assisting with shipments, window displays, and knowledge of company policies.

**The Phoenix**, official newspaper of Loyola University Chicago; circulation: 7,000. Chicago, IL

**News Editor** 2005-2006

**Assistant News Editor** 2004-2005

**News Writer** 2003-2004

**Montgomery County Newspapers**, circulation: 100,000. Montgomery County, PA

**Sports Intern** 2003-2005

**Springfield Township High School Community Pool**, Springfield, PA **1999-2002**

**Private and group Swim Instructor**

Taught basic swim techniques to children (ages 3-12) in both group and one-on-one lessons.