

Maria M. Summers

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EDUCATION

Master's Degree in TESOL

April 2017

Brigham Young University, Provo, UT

- Awarded Special Recognition for Academic Achievement (4.0 GPA)

Bachelor of Arts, *European Studies*, Minor in *Communications*

December 2009

Brigham Young University, Provo, UT

PROFESSIONAL DEVELOPMENT

OPI Certification

July 2014-Present

- Certified ACTFL OPI tester and rater for Romanian
- Rated at the Superior level (according to the ACTFL guidelines) on personal OPI in Romanian and English.

PROFESSIONAL PRESENTATIONS

McMurry, B.L., Brown, K., Summers, M., Stephens, C. (2015). *Matching Learning Outcomes to Learning Experiences*. Paper presented at the 2015 Annual Conference of Intermountain Teachers of English as a Second Language (I-TESOL), West Yellowstone, MT.

Messenger, R., Summers, M. M. (2016). *Help Your Students Significantly Improve Their Writing Accuracy Without Losing Sleep*. Paper presented at the 2016 Annual Conference of Intermountain Teachers of English as a Second Language (I-TESOL), Provo, UT.

Summers, M. M., Cox, T., McMurry, B.L., Hart, J. (2016). *To Thine Own Self Be True: How Well Do Can-Do Statements Predict Ability?* Paper presented at the 2016 ACTFL Convention, Boston, MA.

Jackson, K., Summers, M. M. (2016). *ACTFL Proficiency Guidelines, Level Descriptors, and Learning Outcomes*. Paper presented at the 2016 ACTFL Convention, Boston, MA.

Summers, M. M. (2017). *How Well Do Online Can-Do Statements Predict Ability?* Paper presented at the 2017 TESOL Conference, Seattle, WA.

EXPERIENCE

Romanian Instructor

August 2005-May 2009, August 2012-Present

Brigham Young University, Provo, UT

- Teach Romanian beginning and advanced courses to English-speaking students
- Design curriculum, plan lessons, and evaluate coursework
- Assess, organize, and create evaluation materials, lesson plans and multimedia tools
- Grade and supervise coursework, provide feedback, and meet with students
- Advise 3-20 students per semester on academic, cultural, and personal issues

- Identify at-risk students, advise and follow-up to ensure consistent progress
- Participate in regular faculty meetings and pedagogical professional development
- Integrate the Internet, Microsoft Word, Excel, PowerPoint, and multimedia in teaching
- Earned monetary awards for outstanding performance

ESL Instructor

January 2016-Present

BYU English Language Center, Provo, UT

- Design and implement curriculum and syllabi based on course outcomes
- Create assessment to monitor students' progress
- Provide feedback and additional help to students
- Courses taught: Advanced Listening/Speaking/Pronunciation, Linguistic Accuracy

MTC Curriculum Developer

January 2017-Present

Missionary Training Center, Provo, UT

- Write and edit language materials for Romanian
- Work with a team of 3 individuals
- Receive direction from Senior Developer, and implement feedback into work
- Review language-specific 3rd party software applications.
- Provide instruction, direction, counsel, and feedback pertaining to curriculum materials
- Communicate regularly with Senior Developers and Managers on progress of Development products.

Teaching Assistant

September-December 2017

Brigham Young University, Provo, UT

- Worked closely with a full-time professor teaching LING 660 Language Testing
- Learned about and fixed problems related to course materials
- Explained statistical concepts to students
- Helped with the development of class tests
- Graded assignments for 28 students

Curriculum Developer

May-August 2018

BYU English Language Center, Provo, UT

- Designed and wrote learning outcomes for each course offered at the institution
- Designed and articulated learning experiences to help students meet the intended outcomes
- Worked with a team of 10 individuals under the direction of the Curriculum Coordinator

Adjunct Faculty – ESL

July 2014-March 2015, June-August 2015

Utah Valley University, Orem, UT

- Taught a variety of Community Education ESL classes including listening and speaking, reading, writing, and grammar
- Prepared instructional materials

- Evaluated learning by means of oral and written tests
- Established and maintained a positive classroom environment
- Maintained accurate records involving student attendance and performance

Romanian Interpreter

November 2009-May 2010

Language Line Services, State College, PA

- Responsible for customer hotline
- Interpreted conversations between speakers of Romanian and English
- Mediated cross-cultural and language-related issues
- Provided customer service to businesses, government, financial, and medical institutions
- Applied accurate note-taking and record-keeping skills
- Awarded monthly bonus for outstanding performance reviews

ADDITIONAL EXPERIENCE

Worldwide Conference Interpreter

October 2004 – December 2016

LDS Church, Salt Lake City, UT

- Interpreted and translated speeches and events transmitted worldwide
- Coordinated and provided support to a team of 15 people
- Trained new members of the team
- Evaluated and edited translated documents
- Utilized applicable software and hardware for recording and translating purposes

Student Assistant

January-September 2005

OIT Brigham Young University, Provo, UT

- Facilitated and resolved customer concerns with software issues
- Ensured daily operation and transition of policies governing Open Access Computer Labs
- Provided personal advice to customers regarding software applications (Microsoft Word, Excel, PowerPoint, Media Players)
- Participated in all organized employee improvement programs
- Awarded “*The Employee of the Month*” for May of 2005

Bindery Assistant

May-August 2007, July-August 2008

Print & Mail Production Center BYU, Provo, UT

- Bound and packaged traditional and customized materials (books, brochures, catalogues)
- Supervised co-workers and trained new employees
- Inspected final product quality
- Worked in project teams to meet deadlines

Interpreter and Translator

January 1999-September 2002

Liahona Association, Bucharest, Romania

- Facilitated transition of humanitarian missionaries as interpreter and translator

- Translated official documents from English to Romanian and vice-versa for the Ministry of Education, Ministry of Labor, and Ministry of Transportation
- Set up communication channels for official meetings, negotiations, and project managements for the Ministry of Labor and Ministry of Transportation in Romania

Language Skills:

- Romanian: Native Speaker
- English: Superior (ACTFL scale)
- French: Intermediate (reading, writing, listening, speaking)
- Norwegian: Intermediate (listening, speaking)
- Spanish: Intermediate (listening)