

Maria M. Summers

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 2008

Brigham Young University, Provo, UT

PROFESSIONAL DEVELOPMENT

OPI Certification

- 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

Escalante, J.; Summers, M. M. (2019). *Intentional Placement Testing*. Workshop given at Intermountain TESOL Conference, Salt Lake City, Utah

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

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.

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.

McMurry, B.L., Brown, K., Summers, M. 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.

PUBLICATIONS

Summers, M. M., Cox, T. L., McMurry, B. L., & Dewey, D. P. (2019). Investigating the use of the ACTFL can-do statements in a self-assessment for student placement in an Intensive English Program. *System*, 80, 269-287. doi:10.1016/j.system.2018.12.012

EXPERIENCE

Community Outreach English (CORE) Co-Supervisor

August 2019-Present

BYU English Language Center, Provo, UT

- Coordinate the CORE program together with an Executive Council member
- Review and revise documents pertinent to the program such as evaluation rubrics, administrative documents, fliers, etc.
- Place CORE students into appropriate level based on placement tests and oral interviews
- Observe and provide feedback to student-teachers
- Occasionally teach Ling 612 students as requested by full-time faculty in the Linguistics Department
- Work closely with full-time faculty in the Linguistics Department

ESL Instructor

January 2016-Present

BYU English Language Center, Provo, UT

- Design and implement curriculum and syllabi based on course outcomes
- Create assessments to monitor students' progress
- Provide feedback and additional help to students
- Courses taught: Advanced Listening/Speaking/Pronunciation, Linguistic Accuracy, Grammar, Writing, Beginning Reading, Beginning Listening/Speaking
- Observe and mentor student teachers
- Assist in the training of student teachers

Adjunct Faculty – ESL

July 2014-March 2015, June-August 2016, January 2018-April 2018

Utah Valley University, Orem, UT

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

Language Consultant

May 8-May 12 and July 10-July 14, 2017

ACTFL, Defense Language Institute, Monterey, CA

- Reviewed, edited, and provided feedback on a test of language proficiency in development by the US Government

Romanian Instructor

August 2005-May 2009, August 2012-April 2018

Brigham Young University, Provo, UT

- Taught Romanian beginning and advanced courses to English-speaking students
- Designed curriculum, planned lessons, and evaluated student coursework
- Assessed, organized, and created evaluation materials, lesson plans and multimedia tools
- Graded and supervised coursework, provided feedback, and met with students regularly
- Advised 3-20 students per semester on academic, cultural, and personal issues
- Identified at-risk students, advise and follow-up to ensure consistent progress

- Participated in regular faculty meetings and pedagogical professional development
- Earned monetary awards for outstanding performance

MTC Curriculum Developer

January 2017-June 2017

Missionary Training Center, Provo, UT

- Wrote and edited language materials for Romanian
- Selected and designed materials to be developed by the team
- Worked with a team of 3 individuals
- Received direction from Senior Developer, and implemented feedback into work
- Reviewed language-specific 3rd party software applications.
- Provided instruction, direction, counsel, and feedback pertaining to curriculum materials
- Communicated regularly with Senior Developers and Managers on progress of Development products.

Teaching Assistant

September-December 2016

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 2015

BYU English Language Center, Provo, UT

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

Romanian Interpreter

November 2009-May 2010

Language Line Services, Monterey, CA

- 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

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

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

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: reading, writing, listening, speaking
- Norwegian: listening, speaking, reading
- Spanish: listening