**Resume**

# Education

1997-2000

Rollins College - Winter Park, Florida

Bachelor of Arts in Organizational Communication

Specialization in Marketing Management

2000 – May, 2015

Colorado State University - Fort Collins, Colorado

Master of Education in Education & Human Resources Studies

Specialization in Adult Education and Training.

# Professional experience

04/2000 – 02/2007

Wuxi, China

Private Training/Tutoring

Provided private English classes to Chinese, Korean and European students. Most students were obtained by referral. I had a total of 14 students which I taught on a weekly basis for 1 – 3 hours per week. I taught both adults and children 10 years of age and older.

* Developing lesson plans that encompass reading, writing, and conversational skills according to the level of each student
* Designing specific lesson plans to help each student improve individual weak areas, as well as providing vocabulary building classes.
* Providing basic and intermediate grammar classes
* Hosted an English club to help students develop their conversational skills by leading group discussions based on current events.
* In addition, I had two corporate accounts. Carrefour Supermarkets – A French supermarket chain, teaching conversational English to a group of six department managers and 2 store managers. Prysmian Cables Ltd. – A multinational cable manufacturer, teaching conversational English to the sales and operations teams.

03/2004 – 04/2005

Wuxi, China

Web International English School

English Teacher

* Teaching English to Chinese students, focusing primarily on conversational English and vocabulary building
* Preparing daily lesson plans and quizzes for students
* Participating in marketing activities to promote the school
* Collaborating with Chinese tutors to help students understand complex English concepts in their native language.
* Assessing the progress of long-term students to recommend higher-level courses.

05/2003 – 02/2004

Tampa, Florida

Hillsborough County Healthy Start/

Maternal Child Health Coalition

Community Liaison

* Trained Hillsborough County obstetric medical staff on procedures to fulfill all government forms that measured the physical, socioeconomic, and emotional risks associated with obstetric patients.
* Ensured that all Hillsborough County doctors were in compliance of Florida statues by assessing the risk of their patients and reporting such risks to the Department of Health.
* Met with teams of nurses and medical administrative staff to develop educational methods to help reduce the rate of infant mortality and low birth rates.
* Worked in conjunction with the Maternal Child Health Coalition to develop educational programs specifically for the Hispanic community in the area teaching English as a second language, and thus helping decrease socioeconomic issues.
* Developed a teaching curriculum based on individual student needs and levels to teach them both English and Spanish.

 08/2002 – 03/2003

Orlando, Florida

Center for the Administration of Justice

Program Coordinator

* Developed partnerships with agencies in the community for the purpose of establishing a presence of the program among the community, as well as promoting education on crime prevention topics primarily domestic violence.
* Hosted a Spanish radio show that aired Saturday mornings for community education and awareness on different crime prevention topics such as: Domestic Violence, Teen Violence, Safety, Sexual Assault, Bullying etc.
* Wrote Crime Prevention articles and ads for the local Spanish newspaper "*La Prensa*."
* Developed and presented workshops and trainings on safety and teen violence in local schools in the county.

Prior to 2002

While studying toward my undergraduate degree, I worked as a Receptionist, Administrative and Executive Assistant. I worked from 8:30 am - 5:00 pm, and attended college from 6:30 pm- 9:30 pm. I began as a receptionist, and as time passed, I worked my way up to an Executive Assistant position. Throughout these positions, particularly the Executive Assistant position, I performed the following functions:

* Managed daily office work
* Managed calendars and appointments
* Prepared expense reports
* Arranged travel plans and itineraries
* Prepared correspondence, and other documents as requested
* Provided interpreting services and translation services
* Provided support on personal arrangements as requested

The Mark Travel Corporation

Southwest Airlines Vacations

Assisted the Vice President of Marketing & Public Relations

Central Florida Investment

Assisted the Vice President of Information Technology

**Skills**

* Fully Bilingual English/Spanish
* Working knowledge of Microsoft Office products
* Proven track record of writing skills
* Excellent planning and organizational skills which have taught me to work well under strict deadlines.