

EDUCATION / TRAINING

May 2008 COLUMBIA UNIVERSITY TEACHERS COLLEGE, New York, NY

M.A. in Teaching of English

October 2005 CAMBRIDGE University ESOL, UK

Certified Cambridge English Examiner (FCE & CAE)

June 2005 INTERNATIONAL HOUSE, Barcelona, Spain

Cambridge Diploma in English Language Teaching for Adults (DELTA)

April 2002 WINDSOR SCHOOLS TEFL, Windsor, UK

Trinity CertTESOL in English Language Teaching for Adults

October 1999 PEACE CORPS, Vladivostok, Russia

TEFL Technical Training

May 1999 ST. LAWRENCE UNIVERSITY, Canton, New York

B.A. in English Creative Writing

PROFESSIONAL EXPERIENCE

August 2009 - current INTERNATIONAL HOUSE NEW YORK

Managing Director

- Managed day-to-day operations at IH New York, an English language school for adults and junior summer camps.

July 2007 – current TEACHING HOUSE, New York, NY

CELTA Teacher Trainer & Director of Marketing

- Developed trainees' teaching skills in input sessions and through feedback on CELTA teaching practice.
- Managed web site changes, social media content and blog content for Teaching House's sites.

August 2006 – August 2008 KINGSBRIDGE INTERNATIONAL HIGH SCHOOL, Bronx, NY

ESL/English Language Arts Teacher

- Taught 10th and 11th grade ESL and English Language Arts to an all-ESL population of students learning English and fulfilling their high school requirements simultaneously.

October 2004 – May 2006 ENGLISH LANGUAGE INSTITUTE, Seville, Spain

English Language Teacher

- Taught general English to young learners (ages 6-16) and adults (ages 20+).
- Taught Cambridge Certificate of Advanced English (CAE) Exam class.

May 2002 - June 2004

QATAR PETROLEUM, Doha, Qatar

Curriculum Developer/Senior Layout Designer (June 2003 - June 2004)

- Supervised team of designers; liaised with writers and artists; oversaw department's web page.
- Designed and created templates for course books; laid out and edited course material.
- Researched and wrote course material for business English course books.

Business English Teacher (May 2002 - May 2003)

- Taught business English to female employees and trainees at QP.
- Developed and adapted business English courses for specific purposes within Qatar Petroleum.

September 2003 - June 2004

BRITISH COUNCIL, Doha, Qatar

Banking and Finance Diploma English Teacher

- Taught English for the University of Wales Diploma course in banking and finance.

Young Learners' English Teacher

- Taught general English to young learners aged 8 to 16.

April 2002 - May 2002

LTC INTERNATIONAL, Eastbourne, UK

Residential EFL Teacher

- Taught general English to French and Italian young learners aged 12 to 18.

July 1999 - June 2001

U.S. PEACE CORPS, Nakhodka, Russia

Education Volunteer

- Taught English to young learners (ages 9-16) at the Nakhodka School for Foreign Languages.

PROFESSIONAL MEMBERSHIPS

TESOL USA
TESOL Spain
TESOL Arabia

December 2007 - current
February 2005 – February 2006
September 2003 – September 2004

FOREIGN LANGUAGES

- Russian: (Fluent - ACTFL Advanced) 12 weeks intensive training, 2 years' study with a tutor.
- Spanish: (Intermediate) 5 years in high school, 2 semesters at university, 2 years' living in Spain.

SKILLS / PROFICIENCIES

- Writing: Blogs, editorials, feature articles, creative non-fiction, fiction
- Editing: Work experience editing articles, blog posts and stories for publication
- Graphic design: Programs such as Adobe InDesign, Illustrator, Photoshop; Pages

REFERENCES

References provided upon request.