

Client Name

Contact information

Summary of Qualifications

Throughout my career in education, I have focused on developing curricula for educators to enhance their teaching strategies. Having worked with students and adult learners alike in diverse, global environments where my strong communication skills have had quantifiable results, I am well positioned for a role in corporate Learning & Development as well as curriculum specialist for writing and reading skills. I utilize differentiated instruction strategies to address a variety of learning abilities, and collaborate with stakeholders to prepare course materials to ensure alignment with training goals.

Professional Experience

XXXXX School

2020 - present

Instructor

- Collaborate to create & deliver professional development courses for adult learners' on teaching strategies to improve instruction for their students
- Use data analytics to design intervention programs
- Conduct needs assessments with teachers to inform instruction
- Assess quality of instruction during class observations to support educators
- Model effective feedback strategies
- Provide train-the-teacher self-study instructional practice
- Develop written & oral evaluation tools
- Coach educators in developing multi-cultural proficiencies
- Design & deliver anti-bias training to adult learners

XXXXXX School

2010 - 2020

Instructor

- Trained teachers through one-on-one coaching & co-teaching methods
- Collaborated to design & deliver teacher training workshops to improve instruction based on best practices for adult learning
- Increased teacher capacity to improve English language proficiency levels as documented by qualitative assessment
- Created instructional materials for educators & students
- Developed needs assessments to inform intervention programs

XXXXXXX School

2012 - 2019

Head of Department

- Led team of teachers who provided curriculum development, assessment techniques & teaching strategies
- Collaborated with teaching team to develop strategic plan to improve educational program
- Implemented adult learning theory to train team of teachers on language assessment
- Onboarded new teaching staff
- Developed and delivered professional development for content teachers
- Coordinated support services for student success
- Analyzed data to determine appropriate next steps in curriculum

MS Office: Word, PowerPoint, Excel; Google Suite: Slides, Sheets; Jamboard; Forms; Google Classroom & Google Meets; Virtual learning; Pear Deck; Nearpod; Screencastify; iMovie; Storyline 360; Learning Management Systems: Canva; PowerSchool

Education

XXXX College - M.Ed., International Education Administration

XXXXX University - M.Ed., Curriculum Development

XXXXX University - B.A., Environmental Conservation & American Political Theory