

PROFESSIONAL SUMMARY

Learning and development professional with over 20 years of experience in instructional design and curriculum development. Proven ability to create engaging and effective learning experiences. Strong written and oral communication skills, thus adept at collaborating with stakeholders across various disciplines.

RELEVANT SKILLS

Instructional Design and Content Development

- Instructed career development skills to scholarship recipients for the congressionally mandated National Security Education Program Initiative. *(Associate Professor- Georgetown University)*
- Taught professional oral communication skills to non-native American scholarship recipients, regularly developing and refining the curriculum to meet their needs. *(Full-Time Instructor- Georgetown University)*
- Designed and instructed advanced Listening and Speaking/Reading Writing English courses to non-native English speaking SAIS graduate students. *(Adjunct Professor- Johns Hopkins University)*
- Developed and launched 200+ hour curriculum for the Online Teacher Training TEFL Certification Program for the Center for Language Education and Development (CLED) using key principles of the ADDIE model. *(Curriculum Developer- Georgetown University)*
- Developed and tailored course curricula and materials for private clients. Instructed private courses online for clients in Asia, South America and Europe for their individual professional, academic and business goals.

Cross-Functional Collaboration

- Arranged for federal and contract representatives to present employment opportunities, facilitate communication between both students and employers, and ensure timely and appropriate feedback. *(Associate Professor- Georgetown University)*
- Facilitated and fostered teamwork by connecting the condo association with absent owners, establishing online voting procedures, overseeing community bylaws revision, and creating community channels. *(Secretary- Vermont Gardens Condominium Board of Directors)*
- Aligned efforts with accreditation coordinators to achieve school accreditation. *(Accreditation Team Member- Inlingua School of Languages)*
- Collaborated extensively with internal and external stakeholders to launch and maintain the first US IELTS Center at Inlingua. Ensured seamless test delivery and results communication through effective cross-team collaboration. *(Administrator and Manager- Inlingua School of Languages)*

Project Cycle Management

- Managed a team of linguists to ensure quality OSE products as per client needs and timetables, according to OSE guidelines. *(Editor- AECOM)*
- Oversaw direction of all programs for 300+ students, including developing individualized and group language programs using backwards curriculum design, hiring, managing, and evaluating teachers, providing academic counseling, revising assessment criteria, developing courses for curriculum expansion, and leading training workshops. *(Director of Studies- Inlingua School of Languages)*
- Assessed curriculum program needs, evaluated and trained teachers, and assessed measurement tools for student progress. *(Academic Coordinator- Inlingua School of Languages)*

Oral and Written Communication

- Edited federal and civilian resumes, cover letters, personal statements, and professional portfolios to meet the conventions and requirements of employers and stakeholders. (*Associate Professor- Georgetown University*)
 - Documented and disseminated minutes from monthly board meetings, facilitating transparent and effective communication of key points and action items. (*Secretary- Vermont Gardens Condominium Board of Directors*)
 - Edited open-source content translated by non-native English speakers for government clients for the Africa Desk. (*Editor- AECOM*)
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PROFESSIONAL EXPERIENCE

Georgetown University, Washington, D.C.

2020-Present: *Associate Professor - Career Skills Development, English for Heritage Language Speakers Program*

2013-2019: *Full-Time Instructor- EHLS Professional Oral Communications English for Heritage Language Speakers Program; Ritsumeikan University Law Program; Tokyo Metropolitan University Program*

2007-2008: *Curriculum Developer*

2005-2007: *Adjunct Professor*

AECOM Management Services, Chantilly, VA

2019: *Full-Time Editor*

The Johns Hopkins University (SAIS), Washington, D.C.

2007- 2018: *Adjunct Professor*

Inlingua School of Languages, Arlington, VA

1998-2005: *Various Managerial, Evaluative, Administrative, and Instructional Roles Held*

OTHER PROFESSIONAL EXPERIENCES

Vermont Gardens Condominium Board of Directors, Arlington, VA

2019- Present: *Volunteer Secretary*

EDUCATION

Master of Arts in Applied Linguistics, George Mason University

Master of Arts in Cultural Geography, *George Washington University*

Bachelor of Arts in International Affairs, Latin American Studies *George Washington University*

CERTIFICATIONS

IELTS Examiner Trainer; IELTS Examiner – *Cambridge University/British Council/IDP*

DELTA; CELTA – *Cambridge University*

LANGUAGES AND OTHER SKILLS

Technology Proficiencies: Microsoft Office Suite; Google Workspace; Zoom; Slack; OpenAI; Sharepoint; Confluence; Atlassian platforms

Languages: Spanish (proficient); German, French (conversational)

PUBLICATIONS

2020: ACTFL National Virtual Conference: “Aligning Assessment, Curriculum, and Instruction: Backwards Design”

2012: SECOL (Southeast Conference on Linguistics) LXXIX (79). Lexington, KY. Paper Presentation: “Monophthongization of /aj/ in rural Appalachian Regions”

2012: IELTS: IELTS For ESL Instructors. Urbana-Champaign, IL. Professional Presentation: “An Overview of the Components of the IELTS Exam” to English Language Faculty at University of Illinois Urbana-Champaign

2011: George Mason Working Papers in Linguistics. Vienna, VA. Publication: A Study of Monophthongization of /aj/ to /a:/ in Rural Eastern Kentucky and West Virginia Appalachian Regions