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| **SUMMARY OF QUALIFICATIONS** |

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| **EXPERIENCE & SKILLS** | **EDUCATION** |
| * 20+ years’ experience in TESOL
* 15+ years’ experience in teacher training
* Classroom, training, administrative, curriculum, marketing and grant writing experience
* Strong focus on student-centered, communicative language teaching
 | * Certificates: GLAD Training, TESOL certificate, Grant Writing &, Fundraising, R.P.M., (Autism Communication Program) Japanese I
* Degrees: MA Cross-Cultural Communications), BA Education, Teaching Certificates NY, WA
* Linguistics (Seattle University)
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| SKILLS |

* Bring a variety of administrative, cross- cultural, English teaching and teacher training proficiencies into any professional work setting.
* Regularly present at professional conferences innovative educational content, techniques, methods and materials to help educators present exciting instructional content and improve effective curriculum.
* Successfully create and manage international marketing projects and databases as well as negotiate with international agents and intercultural organizations.
* Apply decades of pragmatic instructional and administrative skills in training students and implementing a variety of client-centered projects with humor and enthusiasm
* Proficient at creating and implementing A.B.E., E.S.P. and Content and Business ELT as well as Cross-Cultural training courses of all kinds in a variety of work settings.
* Bring working knowledge and experience of a variety of educational institutions here and abroad, including High Schools, Universities, Colleges, and Language Institutes.
* Proficient at designing and implementing new curriculum, projects and programs, including e-learning and hybrid instruction, via computer and mobile delivery.
* Write cross-cultural books, articles, papers, curricula as well as marketing, grant and research presentations, creatively and well in a variety of styles and formats.

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| EDUCATION |

**Linguistics** | non-credit graduate-level course, Seattle University

**GLAD Training** | Seattle Public Schools ELL Teacher Training

**TESOL Certificate** | The School of Teaching ESL (Seattle Pacific University)

**Grant Writing I, Fundraising I, Boards I, Grant Writing II certificates** | Bellevue College, WA

**Graduate Certificate in Japanese, Level 1** | Toshima Ku Nihongo Gakkuin,

**MA Cross-Cultural Communication Studies**  | Western Washington University, WA

**Secondary Teaching Certificate** | Washington and New York

**BA Education** | Oneonta University (SUNY), NY

**Teaching Assistantship** | Western Washington University, WA,

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| EXPERIENCE |

**International Education Manager**

*Millennium Academics (Macademics.net),Offices in Seattle & Saudi Arabia /2017-present*

* International Education Consulting, Curriculum Writing, Program Creation and Outreach 2017- Present

**Graduate Level University Instructor: TESOL Teacher Trainer**

*School of Teaching ESL (Seattle Pacific University), Seattle WA | March 2002 – Present*

* Teach graduate level ELT intensive certificate programs consisting of four graduate-level classes covering fundamentals, methods, materials, and grammar teaching
* Teach all courses and others separately as night classes
* Teach and create on ground, online, hybrid and ‘flipped’ university courses as well

**Director of Marketing**

*A.C.E. Language Institute, North Seattle Center, Seattle WA | 2000-2002*

Managed marketing and program development activities for non-profit international educational organization with six language institutes and an annual budget of $3.5 million

* Developed concept and executed redesign of corporate website
* Redesigned, rewrote and coordinated production of corporate brochures and materials
* Created and implemented print and web-based marketing strategy
* Forged alliances with companies, universities and international organizations
* Maintained database of international clients and organizations

**Institute Director (IEP)**

*A.C.E. Language Institute, North Seattle Center, Seattle WA | 1999-2002*

Directed operations of a private language institute for international young adults. Managed personnel, teacher training, operations, financials, marketing, facilities and instruction. Taught elective and core classes as needed.

* Teacher Training Workshops - Each Session (9 sessions per year)
* 11 Workshops: Subjects included Syllabi Creation, Computer Assisted Instruction, Lesson Plan Improvement, Silent Way, & Field-Trip/Lesson Integration

**Senior ESL Instructor / Full ESL Instructor / Associate ESL Instructor**

*ELS Language Institute at Seattle University, Seattle WA | 1994-1999*

Taught English and content courses to international college-age students and was responsible for a number of administrative and advising duties.

* Worked part-time as International Student Advisor
* Wrote organization-wide curricula
* Delivered computer lab orientations and workshops

**Senior ESL Instructor**

***Sundai Junior College, Tokyo, Japan | 1990-1994***

Taught English, History, Business and other college-level courses. Prepared Japanese students academically, linguistically and culturally for entering American universities and international business environments where English is the target language. Wrote curriculum and textbooks on culture and intercultural communications.

* Summer Intensive Japanese Teacher Training seminars (2 Weeks)

**Author, Journalist, Editor, Content and Curriculum Writer**

*Japan and the USA | 1990-Present*

Published author of non-fiction books and textbooks, experienced Journalist in Japan and the USA and experienced academic curriculum writer and editor for content courses and instructional design projects.

**For references, more information and examples of work:** [**www.interculturalcommunications.org**](http://www.interculturalcommunications.org)