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| **PROFESSIONAL RESUMÉ** |

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| **Academic Background** |

**West Virginia University**

Course: MA TESOL/Linguistics (In progress)

* Class of Spring 2012

**Federal University of Espirito Santo (UFES)**

Major: B.A. in English and Literature

* Class of Spring 2004

**The Cambridge Center of Adult Education (Boston – MA USA)**

Course: Writing Poetry

* Spring term 2010

**FDE Higher Education College**

Course: Pedagogical Psychology - Post Bachelors Specialization

* Fall term 2010

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| **Language background** |

Also fluent in Portuguese and Spanish.

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| **Teaching Work Experiences** |

West Virginia University – Intensive English Program

Position: ESL Instructor

Dates of employment: From August - 2011 to December – 2012

Contact Stacy Fint (director) at (304) 293-3604

Functions:

* Teaching ESL for international students (mostly Saudi Arabians, Chinese, Japanese and Latin Americans).
* Proctoring and grading TOEFL and TOEIC.
* Tutoring TOEFL, Listening Skills and Pronunciation.
* Support with students’ documentation and orientation.
* Mentoring new coming students during their first semester (HOME Groups).
* Proctoring and correcting placement tests.
* Helping organizing multicultural events and school trips for the students.
* Developing projects based on themes and class content.
* Restructuring an online course shell.
* Organizing and promoting the English Conversation Table

Language School: Prime Language Center
Position: EFL instructor

Dates of employment: From January – 2005 to July - 2011
Contact Jocimar Flausino (coordinator) at (55 27) 3089-7722

Functions:

* Teaching EFL teenage and adult students (mostly Brazilians).
* Responsible for the English Music Club.
* Responsible for the English Movies Club.
* Organizing multicultural events for the students.
* Responsible for the Book Club.

Language School: Alliance – Business English School
Position: EFL instructor

Dates of employment: From July - 2006 to December (Part time)
Contact Ewerton A. (coordinator) at (55 27) 3235-9838 / 8819-2914

Function:

* Teaching EFL Business classes for employees of various ompanies. (Groups and individuals)

Language School: Wisdom
Position: EFL instructor
Dates of employment: From August - 2006 to November – 2006 (Part time)

Contact: Alcieli Schucz (coordinator) at (55 27) 8826-1525

Function:

* Teaching EFL for children and teenagers (groups), and VIP student designed classes.

Language School: SESI
Position: English instructor

Contact Irineu Cruzeiro (coordinator) at (55 27) 9952-2086
Dates of employment: From February - 2004 to December – 2004

Function:

* Teaching EFL for teenagers.
* Organizing and promoting extra-curricular multicultural activities.

All coordinators from the schools where I worked are fluent in English. All of them may provide any needed information.

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| **Other Work Experiences** |

West Virginia State Literacy Volunteers

Position: Volunteer Instructor

Contact: Trella Greaser (region coordinator) at (304) 296-3400

Dates of service: From September to December – 2011

Functions:

* Tutoring ESL students.
* Proctoring the TAB Test.

Genius Soccer – International Athlete Legal Services

Position: Bilingual secretary

Contact Gildo Almeida (owner) at (55 27) 3722-2700

Dates of employment: From February – 2002 to December 2002

Function:

* Translating assorted documents and establishing effective communication with various athletic companies in many countries.

Hotel Resort: Mountain Club On Loon
Located at 90, Loon Mountain Rd – Lincoln – NH – U.S.A
Duties: Reception / Housekeeper / Room attendant / Runner / Publics
Dates of employment: From December – 2006 to March – 2007

From December – 2007 to March – 2008

From December – 2008 to March – 2009

From December – 2009 to March - 2010

Contact Ida Osgood (housekeeping manager) at (603) 745-2244

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| **Seminars, Trainings, Workshops and Extra Courses** |

Seminar: Making Communicative Language Happen

Speaker: Leo Van Patten

November, 20th 2012

Training: Introduction to Japanese Culture

Professor: Asako No at West Virginia University

Spring 2011 – 4 months of training

Training: Teaching a Foreign Language to College Students

Professor: Ms. Orkloff at West Virginia University

Spring 2011 – 4 months training

Workshop: Using Arts in EFL Classes

Speaker: Sandra Boeker

Date: June, 13th - 2008

Training Session on ‘Fantastic’

Provided by: Cambridge Press

Date: May, 9th – 2008

Training Session on ‘American Adventures’

Provided by: Oxford University Press

Date: April, 4th – 2008

Seminar: The new perceptions and perspectives on ESL/EFL teaching
Speaker: George Yule
Date: September, 6th - 2007

Seminar: High and Low frequency questions in ELT
Speaker: Junia Zaidan
Date: April, 13th - 2007

Seminar: Teachers Development
Speaker: Dr. Andry Curtis
Date: June, 7th - 2006

Training Session on 'Touchstone'
Cambridge ELT Seminar
Date: June, 6th - 2006

Training Session on 'Interchange Third Edition'
Cambridge ELT Seminar
Date: August, 19th - 2005

Workshop: Bringing Practical Ideas to Your ELT Class
Teachers Association in ES
Date: August, 8th - 2004

Seminar: How Students Perceive non-native ESL Teachers
Speaker: Ms. Etelvo Ramos Filho
Date: May, 20th - 2004

Training on Communicative Method, Interchange Material and Teaching Young Learners of EFL
Date: February, 02nd to 06th - 2004

Seminar: Interaction in the classroom
Speaker: Ms. Flávia Bonella
Date: October, 17th - 2003

Seminar: English-ONLY classroom
Speaker: Ms. Luciana Ferrari de Oliveira
Date: October, 16th - 2003

Seminar: The Necessary Knowledge for ESL/EFL Teachers
Speakers: Ms. Janete Carvalhinho, Dr. Elizabeth Pinheiro and Ms. Lívia Fortes

Date: September – 2003

Seminar: Developing the four abilities of English through music
Speaker: Fabiana Ferrari

Date: August – 2003

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| **Extra Projects (I was the coordinator or have been involved with)** |

*TOEFL Tutoring Project (West Virginia University) Started in August – 2012 / Completed in December 2012)*

Teaching TOEFL test taking strategies, grammar, listening and vocabulary for students attending the intensive English program at West Virginia university.

Mentoring international students on academic and day-by-day topics related to the American way of life.

*HOME Group (West Virginia University) Started in August – 2011 / Completed in May 2012)*

Mentoring international students on academic and day-by-day topics related to the American way of life.

*Making the movie (Started August – 2009 / Completed in November 2009)*

Students are developing their language and social skills through making their own short movie.

*Book Club at Prime Language Center (Started February – 2008 / Project in progress)*

Intended to develop students’ reading skills and arouse their curiosity for foreign literature. Students are also encouraged to debate the main themes related to the books they are reading.

*Free Market (Fall – 2008)*

Conversation sessions designed to introduce students to particular aspects of the American culture through making them interact with various students from different classrooms in English.

*I was the editor of “It was Sping”* – A compilation of essays related to Modern American Literature with the aim of bringing a real and practical contribution to the application of literature in the Brazilian EFL scenario.

*Singing Literature (Spring – 2008)*

This project was developed with the assistantship of my Modern American Literature professor, Mrs. Lilian De Paula. It had as its main focus arousing students’ interest for foreign literature through associating classic books with pop music.

*PRIME’s day (October – 2007)*

This a project intended to immerse EFL students in an English speaking atmosphere. Students spent a day at the English course participating in activities designed to improve their linguistic and social skills.

*Audio Transcription Project (Ongoing project since February – 2005)*

*Music Club (Ongoing Project since I became an intern at SESI and Prime Language Center in 2005)*

Through working on song activities, students improve their language skills, reinforce what they already know and learn new things.

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| Courses I attended at Saberes College in 2003 |

Brazilian Literature (3 courses – 180 hours)

The methodology of teaching Portuguese (60 hour course)

Syntax and Semantics of Portuguese (60 hour course)

*P.S.: Part of this curriculum included teaching Portuguese for Brazilian elementary and high school students at a local public school for six months.*