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| Employment History *Academic Advisor / Project Assistant Thompson Rivers University, Kamloops 2007 - 2010*   * **Advising, advocating and assisting students with course choice and study plans** * **Tracking, research, writing, liaising, prioritizing, problem solving for OL course development**   *Case Manager / Career Advisor Global* *Vocational Services*, Kelowna*2005 - 2007*   * **Advising, career assessments, research, advocating, proposal writing for employment clients.** * **Liaising with governments and community agencies.** * **Curriculum planning and workshop instruction.**   *Career Counsellor /ESL Instructor Immigrant* Services, Kelowna *2004 – 2005*   * **Curriculum development, ESL workshop design and instruction for Immigrants.** * **Counselling, advising, advocating, proposal writing and conflict resolution for Immigrants.** * **Liaising with governments, business and community agencies.**   *English Program Director - LINC YMCA*, Calgary*2003 – 2004*   * **Classroom instruction of ESL for Immigrants.** * **Staff and class scheduling. Staff management, budgets, payroll, conflict resolution.** * **Liaising with community and governments. Event planning.**   *Career / Employment Counsellor Okanagan College,* Penticton *2001 – 2003*   * **Curriculum development and daily workshop instruction for Income Assistance clients** * **Advising, advocating, proposal writing and event planning,** * **Liaising with agencies, governments and business.**   *ESL Instructor / Employment Counsellor I.S.S. /  S.U.C.C.E.S.S,* Vancouver *1996 – 2000*   * **Curriculum development and daily workshop instruction for Immigrants and Visible Minority clients** * **Advising, proposal writing, conflict resolution, job marketing and advocating for Immigrants and Visible Minority clients.** * **Liaising with agencies, governments and business. Event planning.**   *Language Instructor Canada and Mexico 1985 – Present*   * **Teaching ESL to children and Adults: LINC/ELSA program, field trips and curriculum development.** * **Spanish Tutoring.** |

# Professional Skills

***Management and Marketing***

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| * Basic bookkeeping, budgets and proposals * Managing programs and staff * Coordinating and revising student tracking systems * Liaising with business, governments and community agencies. * Advanced computer and basic web design skills * Small business operations | * Office coordination * Scheduling staff and administering payroll * Experience in launching and maintaining new databases * Sales and marketing * Creating and overseeing resource libraries * Establishing and managing filing systems * Fluent in written and spoken Spanish |

***Teaching and Training***

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| * Over 10 years experience in teaching / training adult learners * Designing / facilitating settlement and life skills workshops * Instructing multilevel ESL (LINC 1, 2 and 3) curriculum design, evaluation and revisions * Instructing content specific ESL to adults * Creating / leading Competitive Advantage seminar for foreign Petroleum Engineers | * Ability to Identify, promote, implement and evaluate adult education programs * Experience in computer mediated instruction: LMS, CALL, blogs, wikis, etc. * Instructing employment and career workshops * Teaching English classes overseas * Designing and implementing curriculums |

***Career and Employment Facilitation***

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| * Over 5 years experience in career / employment advising * Advising university students on course selection / study plans / course transfers * Labor market research and analysis * Facilitating career / employment workshops * Case managing, monitoring and tracking clients | * Administering psychometric tests: MBTI / True Colors / SDS / Kolb’s * Administering Wage Subsidy program * Developing EI funded training proposals for career transition clients * Resume and cover letter writing * Assisted in set up of new employment centers * Job marketing |

# Education

**Master of Distance Education** Athabasca University 2011

**Graduate Diploma – Instructional Design (3.9 GPA)** Athabasca University 2009

**B.A. Adult Education (Distinguished student)** UFV 2000

**Job Club Leadership Training Certificate** HRDC / Douglas College 1998

**200+ hours ESL instructor training (CERTESL)** University of Saskatchewan  1998

**2 yr. Certificate in Continuing Education (CACE)** University of Manitoba  1995