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| Employment History*Academic Advisor / Project Assistant Thompson Rivers University, Kamloops 2007 - Present** **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 and event planning. 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.**
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# 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
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***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
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***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
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# 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