# Professional Skills

***Teaching and Training***

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| * Over 15 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 and interpreting 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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***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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# Education

**Master of Distance Education (In progress)** 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

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| Employment History***Academic Advisor / Curriculum Assistant Thompson Rivers University, Kamloops 2007 - 2010**** Advising, advocating and assisting students with course choice , transfer credits, study plans
* Tracking, research , minor editing , liaising, prioritizing , problem solving, assisting instructional designers for Open Learning course development

***Case Manager / Career Advisor Global Vocational Services, Kelowna  2005 - 2007**** Advising , career assessments, research , advocating and writing funding proposals for career transition 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 / curriculum design and instruction for Immigrant job seekers
* Counselling, advising, advocating, proposal writing and conflict resolution for Immigrants
* Liaising with governments, business and community agencies

***ESL 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 of employment workshops for Income Assistance clients
* Facilitating daily employment workshops
* Advising, advocating, 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
* Tutoring Spanish to Adults
* Volunteer Settlement Worker for refugees
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