

TIARA L. SMITH

tiara_smith@hotmail.com
757-214-1440



PERSONAL

- **Birth:** U.S.A. 06/17/1981
- **Marital Status:** Single
- **Citizenship:** American
- **Mother Tongue:** English

EDUCATION

- **2007 Oxford Seminars** New York, New York
TESOL/TESL Certification
- **2003 Virginia Commonwealth University**, Richmond, Virginia
The Adult Learner – a graduate course for the M.A. in Adult Education
- **1999-2003 Virginia Commonwealth University**, Richmond, Virginia
- **Bachelor of Science – Mass Communications**

WORK EXPERIENCE

- October 2010 – February 2011 **Spanish Ministry of Education** Aragón, Spain
English Language Assistant - American Ambassador Program
- Assisted language instructor in teaching Spanish elementary and high school students English conversation and grammar
 - Exchanged cultural information about America and Spain
 - Assisted in lesson planning and evaluation of oral examinations
- July 2009 – June 2010 **Pagoda Language Institute** Seoul, South Korea
English Language Instructor
- Taught Korean adults English conversation and grammar
 - In charge of lesson planning, monthly student evaluations and monthly pass cards
- June 2008 – June 2009 **Sogang Language Program** Seoul, South Korea
English Language Instructor
- Taught kindergarten and elementary students in English conversation and grammar
 - In charge of lesson planning, making and administering tests and preparing monthly report cards
 - Performed monthly phone teaching and evaluation
- August 2007 – June 2008 New York, NY

Freelance ESL Instructor

- Tutored four university-age students in one-on-one settings at various locations around Manhattan
- In charge of curriculum planning and implementation
- Assisted with test preparation (IELTS, GRE)

July 2006 – June 2008

Univision

New York, NY

Media Research Analyst, National Sales Marketing & Research

- Coordinated annual media kit presentation for 12 markets by gathering annual information from Nielsen, DRI and Census pertaining to UE and individual market information
- Created ratings estimates for programming based on knowledge and experience within each individual market
- Maintained sales planner for all assigned stations to provide accurate programming and estimates for national spot sales and local stations
- Trained new analysts

July 2004 – June 2006

Virginia Commonwealth University

Richmond, VA

Office Manager, Creative Services

- Managed project traffic of university design department by sending and receiving job bid requests
- Maintained inventory of supplies for graphic designers and photographers
- Kept track of employee sick-leave and vacation
- Organized, archived and tracked invoices of finished projects
- Trained student-workers

August 2003 - July 2004

Virginia Commonwealth University

Richmond, VA

Administrative Assistant, Interdisciplinary Studies

- Administered CLEP (College Level Examination Program) exams in English, Math, Science and various languages
- Maintained file system and databases for Interdisciplinary Studies and Forensic Science Programs
- Answered multi-line phones and maintained electronic advisor calendars

November 1999 – May 2000

America Reads

Richmond, VA

Reading Tutor, George Mason Elementary

- Improved inner-city first-graders' reading skills by setting up approved lesson-plans and implementing them each week
- Completed weekly progress reports on students' progress

QUALIFICATIONS AND COMPUTER SKILLS

- Foreign Language: Spanish – Intermediate
- Travel Experience: Mexico, Argentina, Uruguay, South Korea, China, Japan, France, Spain
- Experienced with MS Access, MS Excel, MS Word, MS PowerPoint
- Limited experience with Adobe Photoshop

REFERENCES

- Liz Johnson, Media Research Director, Univision, New York, 212-455-5261
 - Jay Lee, Manager, Sogang Language Program, Seoul, South Korea, 82+ 010-5216-5227
 - Kelly Coldiron, Data and Program Support Specialist, College of Humanities and Sciences, Virginia Commonwealth University, 804-828-1673
-