

# Jessica Koehn

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## Objective Statement

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My goal is to secure a position within a professional work environment that will further my knowledge and skills in the education arena; the ideal position will employ my experience, training, and skills through a challenging and progressive work environment, while I seek to use my abilities and training to help advance the development of the students and the education program at which I am employed.

## Education

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### Oral Roberts University

Bachelor of Arts in English Literature  
Minor in Education  
Graduated in May 2006  
GPA 3.56 / 4.0, Graduated with Honors

### Oral Roberts University

Master of Arts in Education; emphasis in Teaching English as a Second Language (TESL)  
Graduated in May 2008  
GPA 4.0

### 20 hour Weekend TEFL Course (i-to-i)

March 24-25, 2007  
Instructor: Mr. Jeffery Wetterman  
Consisted of an in-depth study of English teaching methods  
Provided practical teaching experience

### TESOL Convention

March 17-19 2011  
New Orleans, Louisiana  
Attended approximately 20 sessions to enhance teaching ability

## Professional Experience

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### ESL Instructor

*Nashville, TN (August 2009-current)*

- Taught adults from various countries at an intensive language school.
- Created lesson plans for grammar, writing, reading, listening, and conversation classes.
- Taught four classes per day and spent two office hours per day conducting individual student appointments.
- Co-created and implemented a new grammar curriculum.
- Participated in professional growth, curriculum development, and team-building days.

### **ESL Instructor**

*Nashville, TN (January 2011-current)*

- Taught adult professionals from Mexico sociolinguistic skills to enhance their English language skills in a professional work environment.
- Primary areas of language instruction were pronunciation and usage of vocabulary and grammar when speaking and writing.
- Results were significant improvement in their communication skills, both written and oral, with coworkers, managers, and customers.

### **ESL Materials Author**

*Freelance (May 2008-August 2009)*

- Wrote ESL materials for beginner, intermediate, and advanced language learners.

### **Classroom Intern/Instructor**

*Tulsa Community College (September 2007-November 2007)*

- Assisted in instructing an Advanced ESL classroom on a biweekly basis.
- Created lesson plans which encompassed the class' primary objective: to prepare the students for the TOEFL Exam.

### **Classroom Assistant**

*Broken Arrow High School, Jenks West Elementary School, Memorial High School, (September 2002-April 2006)*

- Assisted teachers in over sixty hours of practicum work.
- Graded papers and assisted students in daily activities—specifically in the areas of English and Special Education.
- Taught class on several occasions—sometimes in place of the teacher or substitute.

### **America Reads ESL Teacher and Administrator**

*Oral Roberts University – (September 2002 – May 2006) 918-495-7038*

- Three full years of teaching elementary students, primarily in the areas of reading, vocabulary, grammar, and sentence structure, in the Tulsa Public School system.
- Two and one-half years as supervisor of one school's tutorial program as well as one year as administrator of the American Reads Program of Oral Roberts University's *Federal Work Study*, which included the supervision of three schools in Tulsa and the surrounding area.
- Administered employer functions such as hire and train employees, held monthly meetings, monitored payroll, and visited the schools to ensure proper tutelage was being given to the students.
- Administrator duties included regular communication with school principals, HR personnel, and employees, as well as continually monitoring student progress and program progress
- This work led to a significant rise in the test scores of low-income schools throughout the area, including one school which was listed on Oklahoma's School Improvement List in 2005.

### **Chaplain**

*Oral Roberts University – (August 2004 – May 2005) Tulsa, OK 918-495-7707*

- Advisor and mentor to thirty college women.
- Lead a time of devotion for the women on a weekly basis.

**Short Term Mission Work**

*Oral Roberts University and Faith Ministries — (January 2004 - present)*

- Helped provide services through professional organizations.
- Helped with relief projects in Uganda and Mexico.
- Results were considerable humanitarian assistance to hundreds of people in need.

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**Professional Affiliations**

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**TESOL (Teachers of English to Speakers of Other Languages)**

Member since January 2011

**Kappa Delta Pi (International Honor Society in Education)**

Member April 2008

**Sigma Tau Delta (International English Honor Society)**

Member April 2006