# 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 |

***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 |

***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 |

# 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 |