

Stephanie Mendoza

USA

Qualification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cambridge Certificate in English Language Teaching for Adults (CE LTA), Pass

Teaching House | Los Angeles California USA May 2013

Bachelor of Arts, Communications, Provost Honors

University of California, San Diego | La Jolla, California USA June 2012

Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fluent in English and conversational in Spanish

 Skilled in Public Speaking

 Experience with MS office and Adobe Photoshop

 Can operate a Digital SLR camera in manual mode

 Can maximize the capabilities of social media sites for marketing and businesses purposes

Relevant Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Trainee | Teaching House

Los Angeles, California, USA May 2013

 Practiced teaching for 6 hours (observed and assessed)

 Interact and communicate with an internationally diverse base of students

 Created an original lesson plan

 Designed authentic teaching material

 Observed experienced teachers for 6 hours

 Participated in daily group feedback sessions on teaching practice

 Worked with two different levels of students- pre-intermediate / upper-intermediate

 Taught integrated receptive and productive skill lessons (reading, writing, listening and speaking)

 Clarified various language points including grammar, vocabulary, phonology and functions

 Worked one-to-one with a student to analyze language and design tailored language activities.

 Analyzed language in detail including meaning, form, pronunciation as well as problems and solutions.

Office Manager | The Joint...The Chiropractic Place,

Long Beach, California, USA July 2012 - Present

 Establish and maintain relationship with new and current patients

 Plan and implement monthly community outreach events

 Administer the Joint’s Facebook account

 Approach neighboring businesses for cross-promotion

 Supervise office staff and maintain office materials

 Maintain constant communication with corporate offices to ensure uniformity along all Joint locations

 Develop effective sales tactics to increase membership conversion rates

Public Relations Intern | Tyler Barnett PR,

Beverly Hills, California, USA Oct 2012 - Dec 2012

 Compiled beauty and lifestyle contact lists; print and online

 Outreached celebrities to request event attendance at client events

 Developed targeted PR pitches for two clients and emailed out inquiries to editors

 Compiled press clippings using Clipmodo

 Created daily posts for 6 Facebook accounts

 Provided on-site administration assistance for a launch event

References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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