
NAME HERE

500 W. University Dr.
Shawnee, OK 74804
4055855262
Email.email@okbu.edu

Profile

Highly experienced adult education instructor with over 25 years of experience working at community colleges, workforce boards, and nonprofit organizations. Proficient in leading adult basic education (ABE), English as a second language (ESL), and high school equivalency diploma (HSED) classes, with a proven record of helping students achieve positive results in literacy and career skills.

Professional Experience

Optimal Community College Phoenix, AZ

2006 – Present

Adult Education Instructor

Teach literacy, ESL, and HSED preparation courses to adults across two area campuses. Responsible for all aspects of courses, including lesson planning, student assessment, and tutoring. Tasked with reviewing existing adult education curriculum in 2011 and providing recommendations for ongoing changes, including adoption of new software tools in 2012 for supplementing literacy programs.

The Opportunity Center Mesa, AZ

2002 – 2006

Program Instructor

Worked for a nonprofit organization focused on providing adults with access to education, training, and career opportunities in the Phoenix, AZ area. Primarily led ESL, life skills, and literacy classes, occasionally assisting other instructors in job training courses. Participated in outreach programs to raise awareness of adult education services and encourage completion of HSED programs.

Phoenix Area Workforce Center Phoenix, AZ

1998 – 2002

Trainer

Led training courses and workshops for adults in workforce development programs. During tenure, branch achieved state benchmarks for literacy training and competency.

Mesa College Mesa, AZ

1997 – 2002

Evening Program Instructor

Taught ESL courses 2 nights per week, and performed English language competency assessments of students seeking admission into college programs. Advised department on improvements to ESL curriculum and resources.

Tucson Testing Services Tucson, AZ

1994 – 1997

GED Assessor

Worked as a part-time testing evaluator for GED exams. Gained valuable experience on the GED evaluation process, which has been adapted into future courses and curricula.

Southern Arizona Community College Tucson, AZ

1989 – 1994

Adult Education Instructor

Traveled across three area campuses hosting ESL workshops and HSED preparation courses. Served as an advisor for students pursuing their HSED or GED, and raised awareness of college and additional training options.

Education

The University of Arizona

1989

Bachelor of Science in Education

Concentration in ESL Education
