



## **NAME IN BOLD**

730 Casanova Ave. #26  
Monterey, CA 93940-6848  
(831) 643-2126  
EMAIL ADDRESS

## **EDUCATION**

**Monterey Institute of International Studies**, Monterey, CA

Master of Arts Teaching Foreign Language (MATFL), Japanese, 2000

Certificate in Teaching English to Speakers of Other Languages (TESOL), 2000

**Whitworth College**, Spokane, WA

Bachelor of Arts, Cross-Cultural Studies, *summa cum laude*, 1996

## **ENGLISH TEACHING EXPERIENCE**

INTENSIVE ESL PROGRAM, MONTEREY INSTITUTE OF INTERNATIONAL STUDIES,  
Monterey, CA, August 2001-present; August-December 2000

### **Adjunct Instructor**

- Design and teach courses, including Content, Speaking/Listening, Pronunciation, and Grammar, for various levels and language backgrounds
- Create unique course curriculums, shaping the lessons, projects, and assessment to address students' needs and goals
- Work with faculty to carry out student orientation and placement testing
- Assess student portfolios

SPECIAL PROGRAMS, MONTEREY INSTITUTE OF INTERNATIONAL STUDIES,  
Monterey, CA, July-August 2001; February-March 2001

### **Adjunct Instructor**

- Collaborated with program director and instructors to design Business Focus content-based course for Nagoya University of Foreign Studies Spring Joint Program
- Shaped Intercultural Research course and led students through research and presentation skills for Osaka Jogakuin Summer Program
- Assisted in student orientation and oral placement interviews
- Directed program tutor in sessions with students

JAPAN EXCHANGE AND TEACHING (JET) PROGRAM, Tokyo, Japan, 1996-1998

### **Assistant Language Teacher**

- Team taught English classes in public junior high schools with several Japanese teachers of English
- Promoted new teaching methodologies and materials
- Led workshop on use of instructional materials at prefectural teaching conference
- Acted as cultural ambassador in local elementary schools and community

## **ENGLISH TEACHING EXPERIENCE (continued)**

ESL SUMMER INSTITUTE, MONTE VISTA CHRISTIAN SCHOOL, Watsonville, CA,  
July 1999

### **Practicum Student Teacher**

- Team and solo taught content-based lessons for Asian high school students
- Developed engaging materials and interactive activities related to American culture
- Implemented peer coaching with colleague for professional development

## **JAPANESE TEACHING EXPERIENCE**

MONTEREY PENINSULA COLLEGE, Monterey, CA, June 2000-present

### **Adjunct Instructor**

- Structure and execute elementary and intermediate Japanese language courses
- Devise effective and creative individual and group language practice
- Create two hours of language lab assignments per week for each course
- Implement full assessment program, including oral examinations
- Guide independent study students

CUSTOM LANGUAGE SERVICES, MONTEREY INSTITUTE OF INTERNATIONAL  
STUDIES, Monterey, CA, January 2001; January 1999

### **Adjunct Instructor**

- Designed and taught individualized language and culture courses for American professionals, including Survival Japanese and Communication Strategies

## **CURRICULUM DESIGN EXPERIENCE**

### **CURRICULUM DESIGN - ESL**

- Intensive ESL Content: "Telling Our Tales"  
8-week project-based course designed to help Level 1 ESL students express themselves through writing and speech, focusing on the topic of themselves and their life experiences. Students designed autobiographies, inserting timelines, chapters about their lives, and self-portraits drawn in a lesson with a local artist.
- Intensive ESL Grammar 1  
8-week grammar course based on particular group of students' needs. Course topics, chosen through surveys, discussions with students, and analysis of students' writing and speech, were modals, adverbs, and time words. Course included periodic quizzes and grammar research projects and presentations.

### **CURRICULUM DESIGN - JAPANESE**

- Japanese 1A: Elementary Japanese I  
Semester-length course for beginners. Expanded curriculum from previous instructor's materials and revised over five semesters, based on experience and student feedback collected in mid-term and end surveys.
- Japanese 1B: Elementary Japanese II  
Second semester course created independently. Determined course pacing and assessment criteria. Made 26 hours of lab assignments, incorporating supplemental materials. Adjusted curriculum for second offering of course.

## **PROFESSIONAL ACTIVITIES**

### STUDENT OBSERVATION PROGRAM, 2000-present

- Open classroom for observations by students in MATESOL/MATFL programs at the Monterey Institute of International Studies
- Talk frankly about practical issues in teaching with teachers in training
- Receive feedback on observers' impressions on teaching and learning
- Worked with peer coach from Language Program Administration Teacher Supervision course to improve specific aspects of Japanese 1B class

### GUEST SPEAKER, Monterey Institute of International Studies, November 2001, November 2000

- Discussed language teaching issues with Principles and Methods MATESOL/MATFL students and other teachers
- Gave presentation on community-college Japanese language teaching for Japanese Pedagogy MATFL course

### JAPANESE LANGUAGE PROGRAM FOR FORMER JETS, March 2001

- Selected as one of 20 JET Program alumni worldwide to attend conference
- Spent two weeks in Tokyo sharing ideas with Japanese language teachers from around the world, collecting materials, and brushing up language skills

## **RELATED EXPERIENCE**

### GRADUATE / RESEARCH ASSISTANT, Dr. Leo van Lier, Monterey Institute of International Studies, Monterey, CA, 1998-2000

- Interviewed and tabulated data from language teachers on use of technology
- Proofread professional writings for publication
- Compiled and categorized databases of Internet resources for English and Japanese teachers ([http://maxkade.miis.edu/Resources\\_Tools/languages.html](http://maxkade.miis.edu/Resources_Tools/languages.html))

## **PROFESSIONAL AFFILIATIONS**

Teachers of English to Speakers of Other Languages (TESOL)

Association of Teachers of Japanese (ATJ)

Japan Exchange and Teaching Program Alumni Association (JETAA)

## **HONORS AND AWARDS**

Monterey Institute Merit Scholarship, 1998-2000

Departmental Writing Award, Whitworth College, 1994

Departmental Scholarship, Whitworth College, 1994

Dean's Honor Roll/Laureate Society, Whitworth College, 1993-1996

Valedictorian/Salutatorian Scholarship, Whitworth College, 1993-1996

## REFERENCES

**Ms. Lola Jerez-Moya**

Foreign Language Department Head  
Monterey Peninsula College  
980 Fremont  
Monterey, CA 93940  
Phone: (831) 646-4115  
Fax: (831) 646-4111  
Email: Lola\_Jerez-Moya@mpc.cc.ca.us

**Ms. Molly Lewis**

Director, Intensive English as a Second Language Program  
Monterey Institute of International Studies  
425 Van Buren Street  
Monterey, CA 93940  
Phone: (831) 647-6552  
Fax: (831) 647-6553  
Email: mlewis@miis.edu

**Ms. Diane Williams**

Special Programs Coordinator, Intensive English Programs  
Monterey Institute of International Studies  
425 Van Buren Street  
Monterey, CA 93940  
Phone: (831) 647-6550  
Fax: (831) 647-6553  
Email: dwilliam@miis.edu