Main Interests: Education policies, social projects, Latin America, bilingualism and identity in education.

***Summary of Qualifications***

* Proven capacity of leadership and multitasking management of projects.
* Proven ability to manage different projects and to work in a fast-paced, intense environment.
* Comfortable meeting deadlines and accomplishing urgent projects.
* Proven ability to identify, analyze and solve problems in education and pedagogy.
* Fully proficient in Microsoft Office packages (Word, Excel, Power Point, etc.), and statistical programs (SPSS)
* Bilingual (English – Spanish)

***Work Experience:***

* **Head Director**

Poulias Foundation– Panajachel

(March 2017 to present)

* Leading staff into reaching the institution’s goals, vision and mission.
* Administrative, operational and pedagogical support to the team. Development and recommendation of strategic plans to run the institution.
* **ESL - Social Studies Educator & Office Overseer**

Panajachel International School

(September 2016 to March 2017)

* Engagement in project based learning and community outreach through education.
* Provide group and individualized instruction by promoting interactive learning.
* Office management overseeing; improvement of existing administrative procedures and creation of new ones answering to needs.
* **ESL - English Instructor**

Language Center - Universidad del Valle de Guatemala Campus Sur

(January 2016 to November 2016)

* Planning, preparing and delivering of English as a Second Language (ESL) instruction to Intermediate, Advanced Intermediate and Advanced level students.
* **English and Social Studies Educator**

Colegio Americano del Sur – International School

Universidad del Valle de Guatemala Campus Sur

(January 2016 to September 2016)

* Planning, preparing and delivering of instructional activities that facilitate active learning experiences.
* Develop schemes of work; establish and communicate clear objectives for all learning activities.
* Preparing and developing of curriculum, evaluation of activities and reporting to superiors.
* **Bilingual Office Manager**

KIPP Austin Academy of Arts and Letters. Austin Ridge.

(November 2014 to November 2015)

* Responsible of Data & Compliance projects, pre-registration and registration procedures, student recruitment, student records and search of data. First responsible of daily attendance, support in auditing procedures and parent/staff liaising.
* First contact for students in need, interpreter (English-Spanish) for insiders and outsiders, oversees school supplies and workrooms, management and collecting of donations, supporting of different procedures related to accounting.
* **Office Data Clerk**

KIPP Austin Beacon Prep – South Campus.

(September 2014 to October 2014)

* Responsible of auditing cum folders, PID Search for all four schools in South Campus; accurate data input into Skyward: at-risk criteria, bilingual and special education programs. Support of planning and development of logistics and operational development.
* **Teaching Assistant**

The University of Texas at Austin, USA

Supervisor: Dr. Hector Ruvalcaba, Spanish and Portuguese Department.

* First contact for students with learning/writing questions, translator/interpreter for ELL students.
* **Research and Administrative Assistant**

Poverty and Education division ,

Facultad Latinoamericana de Ciencias Sociales (FLACSO Guatemala)

(October 2010 to March 2011).

* Research support in quantitative and qualitative studies, usage of data to write conclusions, writing of executive reports and oversight of budget-monetary compensations.

***Education:***

* **Masters of Arts in Latin American Studies (GPA 3.85)**

Teresa Lozano Long Institute of Latin American Studies (LLILAS) - The University of Texas at Austin

Austin, Texas USA (Jan 2012 – May 2014)

* **Bachelor’s degree in Sociology**

Sociology Department. School of Political Sciences, Universidad de San Carlos de Guatemala.

(Jan 2005 – February 2011)