**Zhara**

E-mail: Zhara.382391@2freemail.com

**MOST RECENT EDUCATION**

**HUNTER COLLEGE (CUNY) New York, New York**

TESOL MA 01/2016 – 12/2017

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE (CUNY) New York, New York**

Bachelor of Arts, Criminology 06/2007 - 06/2012

Minor in Sociology 06/2009 - 06/2012

Associate of Sciences, Criminal Justice 06/2008 - 06/2010

**Certificates:**

ESL/TSOL/TOELF Certificate, 2011 **New York, NY**

**Professional Experience**

**Summit Academy Charter School Brooklyn, New York**

ENL Specialist 08/2017- Present

* Communicate and demonstrate researched-based instructional practices that result in increased student performance.
* Observe ENL & General Education classrooms and model lessons with teachers.
* Provide instructional feedback through peer conferencing.
* Communicate effectively with parent, members of the school district and local community.
* Support the value of an education for multi-linguistic and ethnic students.
* Assist families with enrollment in the Bilingual Education & ENL Program.
* Administer NYSESLAT Placement for appropriate age and grade level placement.
* Maintain a log/schedule of visits to classrooms and/or conferencing with teachers.
* Assist teachers with designing instructional decisions based on assessment data.
* Assist teachers with specific classroom activities when requested.
* Provide support for classroom motivation and management strategies.
* Assist teachers in creating materials that are in alignment with curriculum.
* Monitor intervention programs by observing and meeting with teachers.
* Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
* Provide assistance in researching instructional and/or curriculum issues.
* Model lessons when appropriate.
* Translated for parents, teacher, and administrative staff in meetings and conferences when needed.

**Hunter College New York, New York**

**English Teacher** 08/2017- Present

* Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives. Submits digital copies of syllabi and course handouts to the Office of Academic Affairs each semester.
* Selects textbooks and other resources for the class.
* Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course
* Teaches courses according to the PIU catalog descriptions and in accordance with defined course standards and outcomes
* Creates a learning environment that encourages student involvement and participation.
* Documents students’ attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade.
* Submits course grades to the PIU Registrar by the assigned date.
* Maintains posted office hours and when possible participates in chapel and other school related

**ASA College New York, New York**

ESL Teacher10/2016-08/2017

* Administer tests, analyze the data, place the student in proper program.
* Prepare lesson plans based on the curricula provided.
* Assist in creating classroom assessments or make necessary modifications.
* Analyze data to see if student needs to be moved to different tier or taken out of the ESL program.
* Introduce American cultural aspects to ESL students.
* Maintain records portfolios and student progress reports.
* Keep daily attendance records and progress reports.
* Attend all staff meetings and in-service workshops.

**Kings borough Community College (CUNY)Brooklyn, New York** ESL Teacher 04/2016 - Present

* Create meaningful lessons that will benefit the student’s individual needs. The lessons include teaching English grammar, writing, reading, speaking, and listening skills.
* Instruct individuals in a classroom setting.
* Conduct needs assessments analysis for each participant.
* Design final assessments such final exams and midterms based on the content of the curriculum.
* Assess the accomplishments of students on a regular basis.
* Maintain records portfolios and student progress reports.
* Keep daily attendance records and progress reports.
* Create a classroom environment that is conductive to learning and appropriate to the maturity and interest of the students.
* Attend all staff meetings and in-service workshops.

**Zoni English Language Centers New York, New York**

ESL Teacher 12/2014 – 10/2016

* Prepared lesson plans for the appropriate level of the students. The lessons include English grammar, writing, reading, speaking, and listening skills.
* Assign activities, exercises, and homework for the proper practice of the lesson plans.
* Assist in creating classroom assessments or make necessary modifications.
* Collaborate with mainstream teacher about lesson plans, cultural sensitivity, and diverse resources.
* Discuss results with teachers and explain how to accommodate student’s academic weaknesses.
* Prepare and grade tests and examination such midterms and finals.
* Mark and provide appropriate feedback on oral and written work.
* Devise, write and produce new materials, including audio and visual resources.
* Maintain and keep record of the student’s attendance.

**Rise International English School Beijing, China**

English Teacher and Curriculum Designer 10/2013 – 10/2014

* Plan, prepared and delivered lessons to a range of classes and age groups.
* Prepared and set tests, examination papers, and exercises.
* Made and provided appropriate feedback on oral and written work.
* Organized and get involved in social and cultural activities such as sports competitions, school parties, dinners and excursions.
* Introduced American cultural aspects to ESL students.
* Attended and contribute to training sessions.
* Participated in marketing events for the language school.
* Prepared information for inspection visits and other quality assurance exercises.
* Freelance teaching on a one-to-one basis.
* Basic administration, such as keeping student registers and attendance records.
* Managed, created and maintained setup documentation for compliance and accreditation purposes for all programs. This includes but not limited to program binders, syllabi, and textbooks.
* Designed presentations in PowerPoint format for lesson plans.
* Established a systematic approach to obtain and review assignments and assessments across cohorts;
* Conducted a needs assessment.
* Selected and used a variety of techniques for determining instructional content;
* Identified and described target population characteristics.
* Analyze the characteristics of the environment.
* Selected, modified, or created a design and development model appropriate for a given project.
* Selected or modified existing instructional materials.
* Designed instruction that reflects an understanding of the diversity of learners and groups of learners.

**Best Learning Beijing, China** English Teacher02/2013 – 10/2013

* Prepared lessons, homework, assignments and resources for the classroom.
* Researched information to ensure the knowledge students imparted is current.
* Identified the needs of individual students in their classes, and worked to help each child to develop his or her own potential.
* Conferred with students over their work.
* Identified emotional, intellectual, physical, and other issues, which could be hindering the student from learning to his/her best potential, and researched and recommend courses of action.
* Conducted parent-teacher interviews.
* Attended professional development sessions to improve my own teaching methods and curriculum.

**John Jay College/ESL DepartmentNew York, New York**

ESL Tutor 10/2011- 02/2013

* Communicated effectively with students by articulating clearly, selecting vocabulary, and assessing comprehension by varying methods.
* Recognized variations in student backgrounds, abilities, and learning styles.
* Interacted in a friendly and patient manner with students from different cultural backgrounds students of all levels of language proficiency, and students who may have disabilities.
* Presented standard American English language clearly and serve as a linguistic model for students.
* Tutored all language skills areas (Listening, speaking, writing, and reading).
* Explain grammar in an easy-to-understand way without overwhelming tutees.
* Respond to student writing both holistically and analytically.
* Listened actively and effectively in order to identify and solve problems, facilitate learning for students, and build student confidence.
* Operated office equipment including computers, data projector, and printer and supporting word processing, spreadsheet, database management, network management, desktop publishing, and Internet navigation applications

**FedEx Express New York, New York** Courier DOT09/2010- 02/2013

* Provided efficient and safe delivery and pick-up of packages and documents, while representing the company in a professional manner.
* Operated non-articulated vehicles between five and twelve tons safely and efficiently, complying with all governmental and corporate procedures.
* Answered customer questions on FedEx features of service and keep customers informed about the company and its services.
* Loaded and unloaded aircraft, containers and company vehicles; operated mechanized ramp equipment to load and unload packages.
* Accomplished accurate and timely selection and inspection of assigned packages and the subsequent reporting of stop counts and miss sorts.
* Searched additional business from current customers and attempts to gain new business; passes leads to sales department; informed sales department of significant changes in customer use/competitor's actions
* Determined legality of packages including special requirements for dangerous goods and international shipments; separates packages by service type and destination, in accordance with established procedures.

**Kenneth E. Ramseur Law Offices New York, New York** Legal Assistant06/2006-09/2010

* Prepared legal documents, which included wills, contracts, appeals, and closings.
* Monitored legal volumes and made sure that library was up- to-date.
* Updated legal publications and works for up-gradations of the law library
* Prepared letters for yearly audits.
* Prepared annually or quarterly reports
* Attended the execution of wills, real estate closings, depositions, and court trials with the lawyers.
* Made use of computers devices for researching, entering data and preparing reports.
* Analyzed the available data and suggested some of the best solutions to solve a problem or case.

**Skills and Languages**

* Highly motivated, energetic Criminology graduate with strong work ethic and professional goals.
* Tri-lingual with an articulated fluency in English, Spanish, and Italian; personable, easy-going communication style.
* Knowledge with computers (Microsoft Excel, PowerPoint, Word, Office, Outlook Internet research, Photoshop, including PC, and Macintosh Operating System) and strong Internet skills
* Maintain excellent research, organization, time management, and problem assessment/resolution skills.
* Meet Challenges head on; work well under stressful situations and in a fast-paced setting.
* Analytical, intuitive instincts and ability to think outside the box.