
Introduction

As a graduate of the University of Hawai'i at Mānoa and a long-term resident of Hawai'i, I have been teaching in some capacity for over fifteen years and wish to continue teaching English for the international community in Hawai'i.

Education/ Training/ Cert.

William Howard Taft University

May 2023 [EdD](#) *Educational Leadership and Technology*

University of Hawai'i at Mānoa

May 2016 [MA](#) *Second Language Studies* (Focus: Research Practices and Teacher Education)

May 2014 [BA](#) *Second Language Studies* (Focus: Pedagogy and Psycholinguistics)

Teaching Experience

Jan 2017 – Present

[HTIC](#)

Multiple Positions

Kapolei, O'ahu

Hawai'i Tokai International College is a satellite school of a Japanese university that allows for Japanese students to study abroad in the US while learning English and potentially gaining an AA before transferring into 4 year universities in the US or Japan to complete their BA.

Associate Professor- Liberal Arts

- Instruct Speech, English, and Research related classes, including the capstone research course (6-9 credits per term)
- Prepare course syllabi and maintain weekly office hours to give students the opportunity to reach me at regular times
- Submit curriculum and syllabi for committees to review
- As Chair of Evaluations and Assessment committee, conduct meetings to review information related to standard 1B of accreditation.
- Attend Faculty meetings 2-4 times each term
- Conduct simultaneous synchronous classes where students in Japan attend class online while students on O'ahu attend class in person.
- Assist student services with advising by keeping them updated on student progress throughout the term
- Track and monitor student progress toward Institutional Learning Outcomes

Accreditation Liaison Officer

- Attend ACCJC meetings, seminars, and training sessions.
- Review ACCJC EduSeries Webinar
- Attend Faculty and Staff meetings to update the institution on progress and deadlines related to accreditation
- Hold regular meetings with the Vice Chancellors to update
- Assist department heads with completing and conducting Annual Program Review
- Oversee completion of AR, AFR, Directory updates
- Research evidence to complete Midterm Reports and Institutional Self Evaluation Report

Adjunct Lecturer (Former)- College Preparatory

- Implement a program wide survey and analyze the results as they align with the benchmarks of our reading program
- Instruct classes in reading, writing, listening, speaking, grammar, study skills, and TOEFL across 5 different language proficiency levels (4-6 classes per term)
- Prepare course syllabi and maintain weekly office hours to give students the opportunity to reach me at regular times
- In response to Covid 19, develop a computer skills tutorial for new students to begin their college careers in an online format.
- In response to Covid-19, lead a team to develop online curriculum for 3 of our 5 language levels in a manner that other teachers can follow for continuity. (16 classes in 6 weeks)
- Attend faculty and program review meetings as well as workshops for SLOs and ACCJC accreditation
- Flexibility to teach multiple subjects and levels with confidence, occasionally with short notice or to fill in for other instructors
- Track and monitor student progress toward institutional Learning Outcomes

Library Learning Center Faculty Tutor

- Work in conjunction with the Tutor Center Coordinator to establish a nationally accredited tutor center
- Train new tutors
- Inform coordinator and tutors of instructors' assignment requirements and preferences

- Conduct a 3 day workshop to teach tutors how to best answer student questions about TOEFL

International Programs Project Advisor

- In a 6-8 week program, teach research and presentation skills to beginner level ESL students from the Tokai Japan High School System.
- Give lectures relating to the Civil Rights Movement and the US Education system to give students background information before they start their research. Facilitate guest lecturers for specific cultural topics.
- Guide students in creating survey questions to ask the public at a number of field trip locations, such as Chinatown and UH Manoa.
- Lead field trips to cultural sites around the island, such as a taro patch and a fish pond.

Nov 2016- Dec 2016

PeopleSoft

Course Designer

Houston, Texas

PeopleSoft provides software on a variety of platforms for human resources, financial management, and customer service, among other services.

- Worked in conjunction with the instructor to provide staff training on their new Intergration Broker software
- Produced a course plan for a 3 day course with 4 contact hours per day
- Using a provided text, developed slide shows, guided instructions, and classroom materials

May 2014- April 2016

[MCSA](#)

ELA Instructor

Kaka'ako, O'ahu

McKinley Community School for Adults provides affordable adult education for members of the local community. These students are often recent immigrants to Hawai'i looking to improve their careers or perhaps enroll in college. MCSA offers 5 levels of English courses in addition to Citizenship, GED programs, computer courses, and more.

- Worked individually to design lessons for intermediate level English as well as computer training
- Worked collaboratively with a co-teacher for class sizes between 6 and 45 students
- Students range in age between 18 to over 80 and a variety of native countries

Oct 2014- April 2016

[EF Honolulu](#)

ESL Instructor

Waikiki, O'ahu

Education First is an international language school with over fifty locations worldwide that mainly caters to European travelers and educational tourism.

- Designed materials and instructed a new format of Culture Series Course (Approx 50-150 students per class)
- Conducted a needs analysis to develop a reading program that was previously overlooked
- Negotiated topics to instruct a conversation course of culturally diverse students (Up to 17 students per class)
- Designed materials and instructed a 6 week syllabus for a Business English for Employment course which focused on skills related to resume writing, cover letters, and interviews (Up to 17 students per class)

Aug 2014- Present

Pacific Friends

ESL Tutor/ Tour Guide

Waikiki & Kaka'ako, O'ahu

Pacific Friends is a vacation company that organizes activities and homestay opportunities for tourists from Japan. Several of these tourists are interested in taking English lessons while on vacation.

- Usually 2 hour sessions 2 or 3 times per week focused on language used in tourism or cultural knowledge

Mar 2014

YMCA

ESL Instructor

Kahala, O'ahu

At the YMCA, a class of 7 middle school students from Japan came to Hawaii for an English Language Camp experience.

- 5 hours of instruction per day for one week
- Gave students the flexibility to choose from a variety of lessons and activities to enhance motivation for these longer sessions

Jun 2004- Aug 2006

[HELP Foundation, Inc.](#)

Assistant Teacher (SPED)

Cleveland, Ohio

The HELP Foundation is a continued school year summer program for children with physical and developmental disabilities.

- Trained new Classroom Aides to perform their duties
- Assisted teacher with parent conferences and communications
- Assisted teacher with preparing IEPs and articulating realistic goals
- Monitored students' progress toward those goals
- Continued to perform the duties of Classroom Aide (See in Volunteer section below)

Internship

Jan 2014- May 2014 [Kalakaua Middle School](#) *Teacher's Aide* Kalihi, O'ahu

- 6th, 7th, and 8th grade small group work and tutoring
- Academic reading, standardized test preparation, and essay writing
- Wrote lesson plans to incorporate conversational fluency into lessons
- Focused on strategic and critical dimensions of learning

Volunteer

June 1999- Aug 2003 [HELP foundation](#) *Classroom Aide (SPED)* Cleveland, Ohio

- Direct daily care of students (ages 2-21) with severe behavioral, cognitive, and physical disabilities
- Consulted paraprofessionals and speech therapists to establish effective means of communication with students
- Worked in compliance with IEPs to meet each student's specific goals
- Motivated students to achieve their goals
- Produced hand made materials for use in the classroom

Other Work History

June 2017- Sept 2017 Island Treasure *Store Manager* Ketchikan, Alaska
Island Treasure is the same store as Cruisemart but with a different business partner and, therefore, a new name.

- While also working in a sales capacity, supervised and trained new staff in sales techniques as well as our extensive collection of gemstones, minerals, and artwork
- Set sales goals and motivated our team to reach those goals. Goals were exceeded every month of my contract
- Performed a comparative analysis between this year and the previous year to show that not only was there a 10% increase in sales, but the profit margin on each piece had more than doubled once again from the previous year
- Manage staff schedules and salary, as well as working with wholesalers and local jewelers on a day to day basis
- Learned Spanish to communicate with our wider customer base

May 2016- Sept 2016 Cruisemart *Store Manager* Ketchikan, Alaska
Cruisemart is an art and jewelry store that caters to the cruise ships that come to Alaska during the summer months. They also maintain a local clientele in the winter.

- While also working in a sales capacity, trained staff on the gems, minerals, and artwork found in the store
- Train Spanish speaking staff on English phrases and pronunciation to help with sales
- Performed sales and customer service in English, Japanese, and ASL, as well as working with Chinese and Korean customers
- Learned sales techniques for negotiable sales for the first time
- Researched sales from the previous year and showed that not only was there a 30% increase in sales, but the profit margin on each piece had more than doubled

Mar 2007- Sept 2014 Na Hoku *Fine Jewelry Salesperson* Ka'anapali, Maui/ Waikiki, O'ahu
 June 2009- Aug 2010 Sir Wilfred's *Salesperson/ Barista* Ka'anapali & Lahaina, Maui
 Apr 2008- Mar 2009 Revathi Gallery *Manager/ Store Opener* Ka'anapali, Maui
 Nov 2006- Mar 2007 Sears *Fine Jewelry/ Electronics Salesperson* Hilo, Hawai'i

Awards/ Scholarships

2005- 2006 Wittenberg University Merit Scholarship
 2012- 2016 University of Hawai'i at Mānoa Dean's List

Publications

May 2015 Reading in a Foreign Language Journal *Copy Editor* University of Hawai'i at Mānoa

Languages

American English (Dominant Language); American Sign Language (Proficient); Hawai'i Creole (Proficient); Japanese (High Intermediate; Proficient in limited domains); Mandarin Chinese (Low Intermediate); Hawai'i Sign Language (Intermediate); Korean (Beginner); Latin (written language only); Spanish (sales capacity only); Other languages studied include: Welsh, Hebrew, Greek, and Arabic (recessive)