

# AVA COLEMAN

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## OBJECTIVE

To obtain employment as an ESL teacher

## EDUCATION

**B.A. in History, minor in Spanish and Anthropology from Eastern Illinois University, Dec. 2009**

**Universidad Católica de Córdoba, Córdoba, Argentina, Jun. 2008 - August 2008**

- Completed coursework in Spanish at upper-intermediate level.
- Learned to quickly establish rapport with individuals in an unfamiliar environment.
- Traveled throughout South America
- Studied with a group of multinational students from Argentina, USA, Brazil and Chile.
- Became aware of global issues and learned to be self-reliant

## ESL EXPERIENCE

**Volunteer ESL Instructor for Amigos & Friends, Oct. 2006 - May 2007**

- Planned, prepared and delivered lessons and workshops for groups and individuals.
- Designed and produced teaching materials and existing materials.
- Planned schemes of work.
- Assessed students' progress.
- Kept records.
- Attended team meetings.
- Attended and contributed to training sessions.
- Provided mainstream language support.
- Collaborated with class and subject teachers.
- Cooperated with bilingual classroom assistants.

## WORK EXPERIENCE

**Direct Service Provider at Charleston Transitional Facility, Jan. 2011 - Present**

- Provide daily care to individuals with developmental disabilities
- Help clients achieve personal goals
- Obtained CPR and First Aid certification

**Licensed Child Care Provider for Illinois Department of Human Services, Aug. 2006 - Present**

- Accompany children to and from school, on outings, and to medical appointments
- Document daily observations and information about activities, meals served, and medications administered.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts
- Discipline children and recommend or initiate other measures to control behavior
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention.
- Eligible to receive educational grants