

# Kadie Goodman

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## Profile

CELTA certified and well-versed ESL teacher. Over five years of full time teaching experience, both abroad and in the U.S.A. Extensive training in test preparation including certification as an IELTS examiner for both the speaking and writing module. Coordinated the social program year round.

## Education

<b>B.S. Spanish with Education Option</b> Pennsylvania State University	May 2001 University Park, PA	GPA: 3.41/4.0
<b>CELTA Certification Course</b> Bridge Linguathec	November 2002 Denver, CO	Pass

## Skills Summary

- ◆ Taught reading, writing, listening, and speaking
- ◆ Worked with levels from basic to proficient
- ◆ worked with all ages
- ◆ Designed an integrated skills curriculum
- ◆ Studied and worked abroad
- ◆ Fluent in Spanish
- ◆ Familiar with Windows XP, Vista, and Microsoft Office software.
- ◆ Competent with technology in the classroom.
- ◆ Activities coordinator

## Professional Experience

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|---|---|
| <b>Full Time ESOL Teacher</b><br>International House/Kaplan Aspect<br>2725 Congress St. 2M<br>San Diego, Ca 92110<br><i>April 2005-Present</i>              | <ul style="list-style-type: none"><li>◆ Instructed 25 hour week. Included a range of language foci and levels.</li><li>◆ Taught a myriad of test preparation courses (IELTS, TOEIC, TOEFL, Cambridge CAE, and FCE)</li><li>◆ Collaboratively designed 8 weeks of curriculum.</li><li>◆ Taught a wide spectrum of age levels (12-76)</li><li>◆ Conducted private one- on-one lessons.</li></ul>                                |
| <b>IELTS Writing and Speaking Examiner</b><br>International House/Kaplan Aspect<br>2725 Congress St. 2M<br>San Diego, Ca 92110<br><i>April 2005-Present</i> | <ul style="list-style-type: none"><li>◆ Proctored the IELTS test as the Invigilator.</li><li>◆ Assisted the administrator with exam day check in, entered final scores, interacted with candidates and issued results. Maintained the strict confidentiality of the exam.</li><li>◆ Marked IELTS reading and listening tests</li><li>◆ IELTS speaking examiner and writing</li></ul>  |
| <b>Activities Coordinator</b><br>International House/Kaplan Aspect<br>2725 Congress St. 2M<br>San Diego, Ca 92110<br><i>April 2005-Present</i>              | <ul style="list-style-type: none"><li>◆ Managed the social activity calendar.</li><li>◆ Created a new calendar of events each month.</li><li>◆ Promoted the activities.</li><li>◆ Handled all the financial responsibilities.</li><li>◆ Supervised chaperons for each activity.</li><li>◆ Organized all holiday parties at the school. Completed the shopping, decorating, promoting, games, and handled the money.</li></ul> |
| <b>Full Time ESOL Teacher</b><br>Centro Cultural Cosmolingua<br>Tuxtla Gutierrez, Chiapas, Mexico<br><i>Jan-June 2003, Aug 2001- Feb 2002</i>               | <ul style="list-style-type: none"><li>◆ Designed curriculum and teaching material for various levels.</li><li>◆ Taught all levels (basic-proficient)</li><li>◆ Taught all ages (age 8-50).</li><li>◆ Lead private English conversation-based lessons</li></ul>  |
| <b>Part Time ESOL Teacher</b><br>Inglés Individual ,<br>Tuxtla Gutierrez, Chiapas, Mexico<br><i>Jan -June 2003</i>  | <ul style="list-style-type: none"><li>◆ Conducted conversation classes with multiple levels.</li><li>◆ Created oral exams</li><li>◆ Carried out all oral exams.</li><li>◆ Corrected written exams.</li></ul>  |
| <b>Part Time ESOL Teacher</b><br>Educentro<br>Tuxtla Gutierrez, Chiapas, Mexico<br><i>Aug 2001- Feb 2002</i>  | <ul style="list-style-type: none"><li>◆ Taught classes with mixed levels and ages.</li><li>◆ Worked with classrooms of up to 26 students</li><li>◆ Instructed in a communication-based classroom.</li></ul>   |