

Jennifer Lee Gutierrez

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SUMMARY

Energetic, self-motivated, detailed-oriented organized professional holding over 17 years of experience in delivering comprehensive interactive educational experiences to a wide range of learners.

EDUCATION

SUNY BUFFALO STATE

- ✓ Masters of Science in Adult Education 2017
- ✓ Bachelors of Arts in Communications 2003

WORK HISTORY

Southern Crescent Technical College

McDonough, GA
February 2022 - Present

Adult Education Instructor & ESL Instructor

- Teach GED prep and ESL lessons.
- Evaluate students' progress in attaining goals and objectives.
- Prepare and maintain Student Education Plans.
- Provide learner guidance to each student.
- Evaluate students' ongoing progress and performance in attaining goals and objectives.
- Prepare and maintain all required documentation and administrative reports as required.
- Plan, organize and participate in staff development and team conferences.
- Maintain a secure classroom environment.
- Supervise and direct classroom volunteers.
- Coordinate schedule for teacher substitutes and volunteers.
- Assist with recruitment, retention and job placement efforts.

Interactive College of Technology

Morrow, GA
July 2021 - February 2022

Director of Education

- Assumed responsibility of academics in the Educational department.
- Planned ESL and Occupational class schedules.
- Ensured instructors are properly evaluated and conduct performance reviews.
- Extended full support and assistance to the Employment Assistance Coordinator when it relates to the externship program in addition to engaging staff and faculty to work collectively as needed.
- Interviewed new students entering the VESL program to finalize the student's level as they are initially enrolled into the English language program and prepare for registration.
- Worked with the registrar to maintain accuracy of student information on the LMS platform, and completion of all academic records.
- Directed faculty meetings every session, in addition to maintaining an open line of communication with faculty via email, phone and face to face.
- Assisted and made sure that all faculty equipment are up and running or receive the necessary tech support and maintenance for proper use of its materials.

Interactive College of Technology

Chamblee, GA
January 2021 - July 2021

VESL Division Manager

- Oversaw the English language department to ensure the solidarity of faculty teamwork to maintain appropriate instructor-to-student ratio.
- Conducted interviews, hire and employ qualified educators.
- Provide all new hired faculty a thorough orientation.
- Led performance reviews and evaluations of English language instructors.

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- Drew up course schedules for my division every 5 weeks.
- Coordinate faculty meetings to cover important topics needed for upcoming sessions as well as logistics and answering faculty questions and concerns.
- Participated in new student orientation explaining the school features, rules, and overall class management details.

Interactive College of Technology

Chamblee, GA

July 2020 – December 2020

Adjunct English Instructor

- Crafted, educated, evaluated and revised each course, curriculum and online homework assignments.
- Attended in-service meetings to continue staying up to date with teaching methods.
- Opened and facilitated classroom themes and discussions.
- Advised students as necessary between exams and level changes.

Remote Language Online Learning

New York, New York

July 2018 – October 2020

Adult ESL Instructor - Freelance

- Followed a customized curriculum that fits the students' interests and needs
- Focused on grammar and conversational English for daily and business life.
- Generated student schedules.
- Created and conducted formative and summative assessments.

LAL Language Centres

Summer School at Fordham

University

Bronx, New York

July 2018

ESL Teacher

- Maintained accurate and up-to-date records of work, classroom registers, lesson plans and any other administrative records as required by the LAL Summer Schools.
- Formulated and gave communicative lessons across a range of levels to culturally diverse students ranging from 12 to 18 years of age.
- Connected the academic program to students' leisure program through in the classroom.
- Wrote student reports to keep progress of their learning.

Speak Up English School

New York, New York

June 2017 – July 2018

Head of Studies/Curriculum Developer/Educator

- Designed, planned and evaluated new curriculum and lesson plans.
- Facilitated medical students' prep lessons for the Step 2 USMLE exam.
- Generated assessments that met the proposed objectives and requirements
- Prepared instructional materials for instructors and students.
- Managed, trained and supervised English instructors and receptionist.
- Coordinated actions at organizing students' schedules.
- Monitored and reported to COO and headquarters.
- Participated in trainings and conducted trainings.
- Planned and created daily and weekly schedules for students.

American Language Communication Center

New York, New York

June 2016 – June 2017

English Instructor

- Designed, developed and implemented lesson plans in:
 - Literature: Read and applied diverse assessment dynamics of short stories.
 - Communications: Read articles, evaluated images, viewed videos and divulged opinions with hypothetical circumstances.
 - Multi-level Writing: Utilized several writing techniques to design essays and diverse creative writing assignments.
 - Master Speaking: Involved learners in using language in confidence via group discussions, speeches and so on.

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Inage Municipal Senior High School

Tokyo, Japan
Apr 2014 – Mar 2016

English Teacher

- Taught presentation and drama, essay writing, language arts, and cultural enrichment courses.
- Spearheaded, managed and supported projects and programs effectively
- Engaged over 40 students in highly interactive course work.
- Collected feedback from students to emphasize on their learning styles.
- Created highly effective organizational systems.
- Administered a high volume of last minute schedule changes efficiently.
- Provided administrative tasks throughout the English department.
- Created electronic copies of documents and learning plans.
- Reserved computer rooms for students.

Berlitz Language Center

Tokyo, Japan
May 2012 – May 2014

Certified Berlitz ESL Instructor

- Classroom management of over 50 professional students for TOEIC course and presentations at nearby universities.
- Taught grammar in a communicative manner.
- Made class observations and documented student performance.
- Evaluated teachers and mentored them for future SMART goals.
- Completed learner evaluations after 40 class completions.
- Assisted in new teacher supervision.
- Attended occasional meetings for new projects and curriculum changes.

Interactive College of Technology

Chamblee, GA
Feb 2010 – May 2012

Adjunct English Instructor

- Taught low and upper level English language courses to adult learners.
- Performed extensive administrative tasks (such as typing, copying, & printing).
- Supported learners in understanding complicated grammar points.
- Directly supported ESL managers on student progress.
- Provided constant feedback to students on a weekly basis.
- Participated in regular in-service activities.
- Assisted in editing beginner to advanced curricula.

Mama's Little Angels Learning Academy, Inc.

Ellenwood, GA
Oct 2007 – Jun 2010

Chief Instructor and Academic Coordinator

- Instructed beginner Spanish lessons in the after school program.
- Tutored English, math, language arts and reading.
- Prepared the academy's curriculum and integrated the *My Baby Can Read Series* for the younger learners
- Reported to the director.

Club Z! Home Tutoring Services

Atlanta, GA
2007 – 2010

Tutor

- Gave lessons to students from elementary to 8th grade students:
 - Math (K-8th)
 - Spanish (all levels)
 - French (beginner)
 - Reading (all levels)
 - Language Arts (K-12th)
- Structured game and activity time for interactive and an enjoyable learning lessons.

SunRise Academy

Washington, DC
July 2006 – July 2007

Administrative Assistant

- Answered high volumes of phone calls and relayed messages.
- Developed, proofread and edited letters.
- Performed office support activities to multiple supervisors and principal.
- Heavy calendar management.

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- Managed student detention confirmation list.
- Handled all communication within the school.
- Ordered and managed office supplies.
- Set up conference meetings on a daily basis and escorted visitors.
- Prepared daily dismissal log.

Sanz School

Falls Church, VA
2005 – 2006

ESL Instructor

- Used a wide range of activities to engage and enhance learning skills.
- Organized lesson plans on a daily basis.
- Taught beginner to advanced topics, including some business English.
- Met with English department director on a monthly basis.
- Created individual and class progress reports.

SKILLS AND PROFICIENCIES

- Fluent Spanish speaker, Basic conversational French speaker, Low basic Japanese speaker
- Proficiency in both using PC and Mac operating systems
- Competent with Camtasia, Blackboard, Classmate, Moodle
- NCBI (National Coalition Building Institute) Certified
- TESOL (Teaching English as a Second Language) Certified
- Tutoring expertise in English (K-12th), language arts (K-12th), math (K-6th), and ESL (all levels)

ACCOMPLISHMENTS

- French studies – Student Exchange Program at L' Université de Sherbrooke in Quebec, Canada
- Lived in Japan for nearly 4 years
- Chi Alpha Epsilon Honor Society member
- Ronald E. McNair Scholar