

# JENNIFER LEE GUTIERREZ

Gutierrez.jenniferlee@gmail.com • 929-370-2049

## SUMMARY

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Energetic and self-motivated professional having over 15 years of experience who excels in providing thorough and effective educational enhancement methods to a wide range of learners. Proven competency as a detailed-focused, flexible, and creative designer and educator.

## EDUCATION

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### SUNY BUFFALO STATE COLLEGE

- ✓ Masters of Science in Adult Education GPA 3.45 2017
- ✓ Bachelors of Arts in Broadcast Television 2003

## WORK HISTORY

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### Remote Language

New York, New York  
July 2018 – Present

### Adult ESL Instructor - Freelance

- Follow a customized curriculum that fits the students' interests and needs
- Focus on grammar and conversational English for daily and business life
- Prepare schedules that suit the students' daily lives
- Design and Develop formative and summative assessments

### LAL Language Centres Summer School at Fordham University

Bronx, New York  
July 2018

### ESL Teacher

- Maintain accurate and up-to-date records of work, classroom registers, lesson plans and any other administrative records as required by the LAL Summer Schools.
- Prepare and teach communicative lessons across a range of levels to culturally diverse students ranging from 12 to 18 years of age.
- Connect the academic program to students' leisure program through in the classroom.
- Write 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

- Design, develop and evaluate new curriculum and lesson plans
- Develop assessments that meet the proposed objectives and requirements of each course for the respective curriculum
- Prepare instructional materials for instructors and students
- Manage, train and supervise English instructors and receptionist
- Conduct interviews with potential faculty
- Coordinate actions at organizing students' schedules
- Monitor and report to COO and headquarters
- Arrange substitutions for absences
- Manage student and staff inquiries
- Participate in trainings and conduct trainings
- Plan and create daily and weekly schedules for students
- Make daily calls to students regarding attendance and follow-ups
- Carry out welcoming lessons and general lessons with students

### American Language Communication Center

New York, New York  
June 2016 – June 2017

### English Instructor

- Design, develop and implement lesson plans and lessons for adult language learners in:
  - Literature: Read and apply diverse assessment dynamics of short stories
  - Communications: Read articles, evaluate images, view videos and divulge opinions with hypothetical circumstances
  - Multi-level Writing: Utilize several writing techniques to design essays

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and diverse creative writing assignments

- Master Speaking: Involve learners in using language in confidence via group discussions, speeches and so on.

### **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
- Implemented successful student learning goals
- 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
- Attended daily faculty meetings

### **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)
- Assisted 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 curriculums

### **Mama's Little Angels Learning Academy, Inc.**

Ellenwood, GA  
Oct 2007 – Jun 2010

#### **Chief Instructor and Academic Coordinator**

- Provided beginner Spanish lessons to 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
- Worked closely with director to develop appropriate schedules

### **Club Z! Home Tutoring Services**

Atlanta, GA  
2007 – 2010

#### **Tutor**

- Assisted in tutoring the following subjects from elementary to 8<sup>th</sup> grade students:
  - Math (K-8<sup>th</sup>)
  - Spanish (all levels)
  - French (beginner)
  - Reading (all levels)
  - Language Arts (K-12<sup>th</sup>)
- Assisted students in developing successful study methods
- Developed games and activities for interactive and an enjoyable learning experience

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### **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
- 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**

- Taught the English language to diverse South American adults
- 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

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## **SKILLS AND PROFICIENCIES**

- Fluent Spanish speaker, Basic conversational French speaker, Low basic Japanese speaker
- Proficiency in both 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-12<sup>th</sup>), language arts (K-12<sup>th</sup>), math (K-6<sup>th</sup>), 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