

Alisha Hall

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Summary of Qualifications

Proven organizational and leadership skills
Enthusiastic team member and problem solver with outstanding communication skills
Skilled in interacting with people from different cultural backgrounds
Effective and knowledgeable in working in cross-cultural settings
Skilled in lesson planning and curriculum development
Dedicated to meaningful instruction and innovative educational programs

Education

School for International Training, Brattleboro, VT (2005)
Master of Arts in Teaching Candidate

Cambridge CELTA Certification, Houston, TX (2004)

University of Phoenix, Houston, TX (2003)
Bachelors of Science Business Information Systems

Our Lady of the Lake University, Houston, TX (2003-2004)
Graduate coursework in Master of Business Administration

Professional Teaching Experience

Literacy Instructor (2010 - Present)
St. Austin Literacy Center, Houston, TX
Instruct adults in a community based training and education program
Responsible for classroom instruction/training
Provide computer literacy instruction
Administer Adult Education classes such as GED
Present special workshops, seminars and lectures as requested

Adjunct Professional Office Technology Instructor (2010 - Present)
Lone Star Community College District, North Harris College, Houston, TX
Teaching ITSW 1301 – Introduction to Word Processing MS Word 2007
Teaching POFT 1329 Beginning Keyboarding

Adjunct ESOL Instructor (2009 - Present)
Houston Community College, Northeast campus, Houston, TX
Teaching English to Speakers of Other Languages (ESOL) Fall 2009-2010 Writing Level IV and Reading level III
Taught ESOL Spring 2009, Grammar Level III and Conversation Level III
Using the computer lab and facilities as a part of the course

Adjunct ESL Instructor (2007-2008)
Lone Star Community College District, North Harris College, Houston, TX
Taught English as a Second Language (ESL) Grammar and Writing Level IV, Oral Communications II and Oral Communications for the Workplace

Used computer technology in the classroom

English Language Trainer (2007 - 2009)

Cartus Corporation, Chicago, IL

Contract English language trainer for Cartus Corporation clients

Taught Oral Communications and Intercultural skills at the home of Cartus clients

Language Consultant (2007- 2010)

Rice University Intensive English Program, Houston, TX

Taught English as a Second Language (ESL) Grammar and Writing – II and III, Listening and Speaking – III, and Reading and Vocabulary – I and II

Assistant Academic Director (2007)

Houston Baptist University, Intensive English Language Institute, Houston, TX

Student enrollment, student conferences, scheduling, faculty training, creating and revising databases, reports, coordination of teachers, and problem solving

Taught Grammar – I, Writing III and IV, and Listening and Speaking – III in the Fall of 2007

Taught Listening and Speaking IV and Reading – II in the Summer of 2007

Adjunct ESL Instructor (2007)

North Harris Montgomery Community College District, Cy-Fair College, Cypress, TX

Taught ESL Grammar and Writing Level IV and an advanced ESL Grammar Language Skills review class

Used computer technology in the classroom

ESL Instructor (2006)

Houston Baptist University, Intensive English Language Institute, Houston, TX

Taught Grammar - VI, Writing – VII and Listening and Speaking – V in the Spring of 2007

Taught Reading – VI and Writing – IV in the Winter of 2006

ESL High School Intern (Fall 2006)

International High School – Prospect Heights, Brooklyn, NY

ESL intern in 11th grade English and Social Studies class

Business English Trainer (2006)

World Learning for Business, Houston, TX

Contract Trainer in English language oral, writing, and intercultural skills development

Available for one-on-one coaching, face-to-face group training, and flexible schedules

Adjunct ESL Instructor (2006)

North Harris Montgomery Community College District, Cy-Fair College, Cypress, TX

Taught Level IV (high intermediate) students Reading and Vocabulary, Level V (advanced) Grammar and Writing

Taught both credit and continuing education students

Adjunct ESL Instructor (2005)

North Harris Montgomery Community College District, Cy-Fair College, Cypress, TX

Taught Level II (low beginner) students Reading and Vocabulary, Grammar and Writing

Used computer technology as a learning resource

Youth Program Art Instructor (2005)

North Harris Montgomery Community College District, Cy-Fair College, Cypress, TX

Art and sculpture instructor for Spring Break discovery camp for 6-8 and 9-12 year olds
Developed lesson plans and supervised children in the classroom

ESL Instructor (2004)

North Harris Montgomery Community College District, Parkway Center, Houston, TX
Instructed adults in how to speak, read, write and communicate in English
Helped learners to develop confidence and a positive attitude about learning English
Taught commands with action words and using total physical response
Implemented a multi-sensory approach to learning

Youth Program Art Instructor (2004)

North Harris Montgomery Community College District, Cy-Fair College, Cypress, TX
Instructed children in a summer discovery camp
Maintained a safe environment for the children
Classes taught: Creative writing, Creating station, Sculpture, Adventures in art
Developed lesson plans for each class
(Ensured that the material was adequate for each age group)

Certified Art Instructor (2004-2005)

KidzArt, Houston, TX
Art Instructor for PreK through adult students
Taught children and adults how to be creative and to have self-assurance in their artistic abilities without regard to their artistic level

Teacher's Assistant (2004)

Thee Heritage School, Houston, TX
Pre-K teacher's assistant working with 3-year old activities which included learning the alphabet to getting along with others
Gained valuable experience working in early childhood development

Substitute Teacher (2003-2004)

Cypress-Fairbanks Independent School District, Houston, TX
Taught English, Math, Science, P.E., Language Development and Special Education

Art Teacher (2003)

City Art Works, Houston, TX
Taught children about Art in a hands-on environment
Taught the elements of Art while nurturing the creative process in children
Taught a series of projects that involved painting, drawing, printing and sculpting

Corporate Training and Non profit Experience

International Coordinator (2010)

Schlitterbahn Galveston Island
Seasonal Position
Supervising 100 international university students in a work and travel programs
Manage students on a daily basis
Create spreadsheets, manage database, advise students, arrange travel to airports, counsel students on issues regarding American culture, and employment
Various human resource functions such as verifying J-1 Visas, I-9's, social security numbers

Area Representative (2007)

Center for Cultural Interchange

Independent contractor responsible for locating and interviewing host families for international high school exchange students
Supervising and mentoring exchange students while here in the United States

Computer Aided Language Lab (CALL) Coordinator (2007)

Cy-Fair Community College

Part-time language lab assistant assisting faculty and students with various aspects of the language lab including software and operations.

Executive Assistant (2000-2002)

American Heart Association, Seattle, WA

Supported the executive vice president and the board of governors.

Responsible for meeting management and minutes, record keeping, maintaining databases and coordinated logistical arrangements for board meetings.

Travel to regional offices

Maintained extensive communications with volunteers and staff.

Account Associate, Sales and Training Department (1999-2000)

AchieveGlobal, Seattle, WA

Supported Account Executive

Coordinated marketing events such as Trade Shows, Open Houses and Networking events

Maintained customer files and created spreadsheets, invitations and flyers.

Altra® Energy Technologies, Inc., Houston, TX (1997 – 1999)

Training Coordinator/Admin. Assistant

Product Quality/Customer Support/Training, duties included

Supporting the Product Quality Manager and the Training Supervisor,

Coordinating training classes, scheduling training rooms, answering help desk phone lines, supporting the Gas Management System Trainers and Customer Support Representatives, User Guide documentation implementation assistance, i.e., formatting and editing, data gathering, researching criteria

Creating departmental outgoing invoices, review and code departmental incoming invoices

Collect and review of the departmental revenue billing and payroll timesheets

Addendum

Software & Applications

Adob

PageMaker

Macintosh

MS Access

MS Editor

MS Excel

MS Exchange

MS Explorer

MS Frontpage

MS Outlook

MS Power Point

MS Publisher

MS Word

HTML

WinZip
Schedule

AFFILIATIONS/ AWARDS

Girls Scouts of America (2008)
Cadette Co-leader

Work 2 Make Change, member (2007)

South Central Association of Language Teachers and Technology, member (2007)

UNICEF Southwest Chapter volunteer (2007 - present)

Student Government Co-President, Advocacy (2005-2006)
School for International Training, Brattleboro, VT

Member- TX/TESOL (2004 – 2007)

ESL Tutor (2004-2005)
New Zion Christian Church, Houston, TX

Member-Book Fair Committee Chair (2004)
Cy-Fair College, Houston, TX

Parent Teacher Organization (2002)
Parkside Primary School, Seattle, WA and Owens Elementary, Houston, TX

Texas Department of Human Services Volunteer (2003)
Houston, TX

Volunteer Chore Services (2000-2002)
Seattle, WA

Women in Technology Scholarship Recipient (2001)
University of Phoenix, Seattle, WA / Houston, TX

Cambridge CELTA Scholarship (2004)
Cy-Fair College, Houston, TX

ESL Volunteer Certification (2004)
Literacy Advance of Houston, Houston, TX

KidzArt Certified Art Instructor (2004)
KidzArt, Houston, TX

YMCA Certifications

Get Real Weight Management Instructor (2004)
Principles of Health & Fitness (2003)
First Aid, CPR & AED certified (2003)