

## **MELINDA SPOSITO**

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### **EDUCATION**

**Masters in Education - Bilingual Education/TESL** University of Central Oklahoma, Edmond OK -  
2004

Graduated Summa cum Laude

**Masters in Criminal Justice Mgmt. & Administration** University of Central Oklahoma, Edmond OK  
1991

Graduated Summa cum Laude

**B.A. in Sociology** Fairleigh-Dickinson University, Rutherford, NJ - 1984

Graduated with Academic Honors

**Oklahoma Alternative ESL Teacher's Certification**-2015

### **PROFESSIONAL EXPERIENCE**

**Houston Community College**—Houston, TX

- ESL Instructor, 2016-Present

**San Jacinto Community College**—Pasadena, TX

- ESL Instructor, 2016-Present

**Interactive College of Technology**—Houston, TX

- ESL Instructor, 2015-2016

**ELS Language Centers**—Houston/Clear Lake, TX

- Academic Director, 2014-2015

**Justice Alma Wilson SeeWorth Academy**--Oklahoma City, OK

- English Language Learner Teacher/Coordinator, 2012-2014

**The Language Company (Corporate Office)**-- Edmond OK

- Accreditation Coordinator, 2010-2012
- Academic Placement Services Coordinator, 2010-2012

## **The Language Company-Edmond (formerly Edmond Language Institute)-- Edmond OK**

- Director, 2005 - 2010
- Instructor of English as a Second Language, 1999 -2005 English Night Program Curriculum Developer, Coordinator, and Instructor, 2007 - 2010
- English Night Program Curriculum Developer, Coordinator, and Instructor, 2007 - 2008
- Curriculum Team Member, 2001 -2005

## **International English Language Testing System (IELTS) at ELS-- Oklahoma City, OK**

- Speaking Test Examiner, 2008 - 2012

## **Petróleos de Venezuela English Center--Tía Juana, Venezuela**

- ESL Instructor/Director, 1984 - 1987

## **PROFESSIONAL TRAINING, COURSES AND OTHER SKILLS**

- Classroom Management, Effective Instruction, and Student Motivation: “The Keys to Raising Student Achievement” (Mark McLeod, March 2014)
- Excel Basics (Fred Pryor Seminars, 2012)
- Excel Beyond the Basics (Intermediate) (Fred Pryor Seminars, 2012)
- Coaching Skills for Managers and Supervisors (Fred Pryor Seminars, 2009)
- How to Deal with Difficult People (SkillPath Seminars, 2009)
- The Essentials of Excellent Customer Service (SkillPath Seminars, 2009)
- Software Applications: MS-Office (Word, Power Point, Excel)
- OKTESOL Conferences (multiple)
- TESOL Spring Fling Conferences (multiple)
- NAFSA State, Regional, and National Conferences

## **LANGUAGES**

I am fluent in both English and Spanish. Have extensive knowledge and experience with cultures worldwide as I have taught students from all over the world. While working at TLC, I created a Spanish test to administer to government employees for Spanish-speaking jobs in two different agencies.