

Allison Rosewicz

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Work Experience

Universidad del Mar (UMAR) Puerto Escondido, Oaxaca, Mexico **March 2015 to Present**

Language Department Head

*Reference: Former Dept. Head Deanna Strikaitis
(dstrikaitis@gmail.com)*

- As an English professor, I teach a curriculum based on reading comprehension of scientific, social, geographical, and pop culture articles in the "Reading Explorer" series by *National Geographic*. There are six levels of English, from basic to intermediate, with students aged 17-23.
- In addition to instruction, I also create curriculums for the levels; make all lesson plans for classes; organize classroom materials; grade and edit homework and exams; make and prepare exams; input grades into the computer system; give extra tutoring sessions to groups and individuals; and translate and edit documents for other professors and students.
- After a year and a half working at UMAR, I became the Language Department Head. I continue to teach full-time, as well as oversee the Language Department staff and perform administrative duties, such as: have meetings with the other department heads and the Vice-Rectors of the university; make and organize class lists and assign the classes to the English professors; organize and lead staff meetings with my fellow English professors; and interview and hire new employees in the Language Department.

Universidad de la Sierra Sur (UNSI), Miahuatlan, Oaxaca **Sept. 2008 to Sept. 2014**

English Professor

*Reference: Former Dept. Head Leana Carter
(leca0902@msn.com)*

- Using the *American Headway* and *Interchange* book curriculums, I taught various English themes to classes in Levels 1-7, students aged 17-23.
- In addition to instruction, I also created curriculums and for the levels; made all lesson plans for classes; organized classroom materials; graded and edited homework and exams; made and prepared exams; input grades into the computer system; gave extra tutoring sessions to groups and individuals; and translated and edited documents for other professors and students, some of which were articles to be published in professional scientific journals.
- During the last 3 years of my term at UNSI, I served as the President of the Language Dept. tenure committee, which administered the exams and interviews to candidates and decided who gained tenure. In July 2013 and 2014 I was also a co-leader who organized and conducted a week-long, 40-hour workshop at UNSI for high school English teachers throughout the state of Oaxaca. In July 2013, I was the co-head teacher of a week-long workshop hosted by the university for children ages 6-9.

GoAbroad.com

March-July 2013

Volunteer Writer

Reference: Supervisor Carla Cinco (carla.cinco@goabroad.com)

- I wrote on line articles about living, working, traveling, and studying in Oaxaca and Mexico.

Elementary School of North America, HCMC, Vietnam

Nov. 2006 to Aug. 2008

English Instructor

- I taught a variety of subjects in English, including Phonics, Reading, Language Arts, Writing, Vocabulary, Spelling, Math, Science, and Social Studies to children ages 6-11 at an international school with students from countries such as Vietnam, South Korea, The Philippines, Belgium, etc.
- In addition to teaching, I also made all lesson plans for classes; organized classroom materials; graded homework; and prepared for, participated in, and led extracurricular activities.

Mokdong Kids College, Seoul, South Korea

Aug. 2005 to Aug. 2006

English Instructor

- I taught English language subjects such as Language Arts, Phonics, Reading, Music, Physical Education, etc. to South Korean children aged 5-13.
- In addition to teaching, I also made all lesson plans for classes; organized classroom materials; graded homework; and prepared for, participated in, and led extracurricular activities.

The Chart, Missouri Southern State University, Joplin, MO

Aug. 2002 to May 2003

Editor-in-Chief

Reference: Advisor Chad Stebbins (stebbins-c@mssu.edu/417-625-9736)

- As Editor-in-Chief of MSSU's newspaper, I served as the leader and instructor for all other staff members. I assigned all news stories and oversaw the work of the entire staff.
- Designed the front page of the newspaper, as well as many other pages.
- Wrote hard news stories, entertainment stories, feature stories, columns, and editorials.
- Copy edited any print that was to be published.
- From Aug. 2001 - May 2002, I served as Sports Editor, and before, during the spring semester of 2001, I was a staff writer.

Education

University of California-Irvine **Jan. 2008**

Certificate of Teaching English to Speakers of Other Languages

Earned TESOL certification from UC-I through a course in Ho Chi Minh City, Vietnam

Missouri Southern State University, Joplin, MO **May 2004**

Bachelor of Arts Degree, Mass Communications

GPA: 3.957 / 4.0

Outstanding Graduate in International Communications

Honorary member of the academic club Omicron Delta Kappa

Cassville High School, Cassville, MO **May 2000**

High School Diploma

Graduated as Valedictorian with the top GPA in my class

Accomplishments, Awards, and Special Experience

- After almost eight years of living and working in Mexico, I am fluent in Spanish. I also studied the language during four semesters in university.
- I have experience working with Microsoft Word, Quark Express, Microsoft Excel, and Microsoft PowerPoint, as well as the Associated Press writing style and some Web design.
- Among all teachers in the multiple-school system for which I worked in Ho Chi Minh City, Vietnam, I earned the top score on a three-part instructor proficiency test in November 2007.
- In March 2004 I traveled to Paris, France, to attend the International Media Seminar. Along with several other communications students, I learned many skills from various international experts about global journalism.
- In November 2003 I traveled to Vienna, Austria, through my Global Journalism course. I learned about education and lifestyles in Austria, with an emphasis on the country's journalism techniques. I also visited Amsterdam, Holland, and Budapest, Hungary, during this trip.
- During the summer of 2003, I spent almost two months in India with MSSU's Study India Program. I ventured to many cities in India, including New Delhi, Hyderabad, Chennai, Mumbai, Agra, and others to study Indian history and culture. I studied for six weeks at the University of Hyderabad, during which I took courses in Hindu-Muslim relations and Indian history and culture. I received the top letter grade of A in both classes. I also conducted research and interviews in order to write and design a supplement about Hindu-Muslim relations in India. It was published in MSSU's newspaper *The Chart* during the spring 2004 semester.
- When I served as Editor-in-Chief of *The Chart*, it won Best College Newspaper in April 2003 at the Missouri College Media Association awards, and I received several individual awards. The *Chart* also won fourth best newspaper in its division in October 2002 at the national awards.