

# MICHELLE QUITER

## ESL INSTRUCTOR

### STATEMENT OF SUCCESS

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With experience teaching English as a Second Language since 2003, and one year teaching French from 1990 to 1991, Ms. Quiter exceeds expectations in a classroom where empowerment, initiative, creativity, and problem-solving are highly valued. She is most fulfilled creating meaningful lessons which improve a student's ability to understand and be understood, while also providing an opportunity to learn and value oneself.

### PROFESSIONAL EXPERIENCE

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**2006 to present**    **Language-Power Tutoring**

**Owner, Tutor**

*Language-Power Tutoring provides one-on-one tutoring in English as a Second Language.*

- Have tutored students in basic English skills, advanced writing skills, and IBT TOEFL preparation.

**Summer 2008**  
**Spring 2009**  
**IEP Instructor**  
**and Tutor**  
**(Graduate**  
**Assistant)**

**The University of Texas at San Antonio, ESL Services**

*ESL Services provides English instruction to international students through EIS and IEP programs.*

- Instructor in the Intensive English Program (IEP) teaching TOEFL Preparation Levels 1-2 (2008) and Level 2 Oral Communication (2009). Tutor for IEP (2009).
- Planned communicative lessons in listening and speaking, supported by reading and writing (for Oral Communication). Taught students test taking skills and finer grammar points (TOEFL Preparation). Used Powerpoint, videos, and CDs to facilitate instruction.

Graded homework, ensured learning objectives were met, and provided feedback to students.

**2008-2009**  
**EIS Assistant**  
**Coordinator**  
**(Graduate**  
**Assistant)**

**The University of Texas at San Antonio, ESL Services**

*ESL Services provides English instruction to international students through EIS and IEP programs.*

- Managed many aspects of the English Language Assessment Program (ELAP) including test administration, data collection, student advising, and registration of incoming graduate and undergraduate students into English for International Students (EIS) courses.
- Created and maintained Access database to track program enrollment and holds information for UTSA registration program.
- Coordinated the Conversation Partners Program.
- Taught TOEFL Skills in the Intensive English Program (IEP), a program of ESL Services.
- Assisted EIS professors, managed course book orders, and ensured that course attendance and syllabus requirements were followed.

**2007**  
**Productivity**  
**Consultant**

**FranklinCovey**

*FranklinCovey enables greatness in people and organizations everywhere.*

**2005-2007**  
**ESL Instructor**

**Austin Community College**

*ACC's Adult Education Department strives to meet the needs of adults who have not earned high school diplomas or who speak limited English by offering free classes available days, evenings, and week-ends.*

- Organized, designed, produced, and delivered lessons in Beginning/Intermediate English to adults. Followed and taught to the Texas Standardized Curriculum Framework for Adult ESL and SCANS, in addition to student identified needs and interests.
- Organized and maintained student portfolios. Administered BEST and BEST PLUS tests to measure student progress. Evaluated student achievement through tests, exercises, and best practices. Achieved progress in over 71% of students taught over a one year period in 2005-2006 and 96% in 2006-2007.
- Piloted a text book for McGrall-Hill, providing feedback and critiques.

- 2004-2007**      **Workers Assistance Program, Inc.**  
*Served as Creative Specialist in Austin, Texas.*
- 2004-2005**      **Austin Independent School District**  
**ESL Instructor**      *AISD's 21<sup>st</sup> Century Community Learning Centers Program is a key component of NCLB.*
- Organized, designed, produced, and delivered lessons in Intermediate English to parents and members of the community to develop their skills in reading, writing, listening, speaking, and technology. Taught to the Texas Standardized Curriculum Framework for Adult ESL, in addition to student identified needs and interests.
- 2003-2004**      **Literacy Austin**  
**Volunteer**      *Literacy Austin offers free literacy and English as a Second Language instruction to adults, 17 years or older, reading below the fifth-grade level.*  
**ESL Tutor**
- Organized, designed, produced and delivered lessons in English Level A to adult Spanish speakers to provide opportunities for members of the Austin community to develop their skills in reading, writing, listening, and speaking. Honored as Center Tutor of the Year for 2004.
- 2001-2004**      **OneStar Foundation (formerly TxCVCS)**  
*Served as Graphic Designer in Austin, Texas.*
- 1999-2001**      **marchFIRST (formerly USWeb/CKS)**  
*Served as Graphic Designer in Austin, Texas.*
- 1997-1999**      **The University of Texas System, Employee Group Insurance (EGI)**  
*Served as Graphic Designer in Austin, Texas.*
- 1993-1997**      **Texas Department of Mental Health and Mental Retardation (TDMHMR)**  
*Served as Administrative Technician in Austin, Texas.*
- 1992**              **Holt, Rinehart and Winston, Inc.**  
*Served as a temporary Assistant French Editor in Austin, Texas.*
- 1990-1991**      **Lago Vista Independent School District**  
*Served as the French and Art Teacher at Lago Vista High School, grades 9-12, in Lago Vista, Texas. Service included acting as Junior Class Sponsor and Poetry and Prose Coach for the University Interscholastic League (UIL).*

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#### PROFESSIONAL CERTIFICATIONS & EDUCATION

**The University of Texas at San Antonio, 2007-2009**  
Master of Arts in Teaching English as a Second Language (MA-TESL)

**Austin Community College, 1994-2001**  
Webmaster certification, desktop publishing, graphic art, and music

**University of Nebraska-Lincoln, 1984-1989**  
Bachelor of Science, Art and French Education

**University of Bordeaux III, France, 1986-1987**  
Certificate of French Studies

**Member of TexTESOL II, 2007-2009, TESOL 2005, 2008-2009**  
Teachers of English to Speakers of Other Languages

**Member of NCTE, 2008-2009**  
National Council of Teachers of English

**Member of Graphic Artists Guild**  
2005-2007