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Date Of Birth: June 24th, 1969
Nationality: U.S.A. / Legal to work in Austria
(No additional work permits required)



S U M M A R Y

As a Cultural Orientation teacher for U.S.- bound refugees, I have developed customized activities and lesson plans to effectively communicate a U.S. State Department mandated curriculum in an engaging, fun and learner-centered way. I'm an effective speaker, a valued team member and my work alongside people of all different cultures and age groups has given me an education on the customs and spirit of people around the world.

E M P L O Y M E N T

Cultural Orientation Teacher / In-Processing Assistant HIAS Resettlement Support Center

2009 – present
Vienna, Austria

Lead, prepare and design customized classes for refugees seeking a safe haven from persecution. Classes help refugees acquire the knowledge, skills and attitudes needed to adapt to their new lives in the United States. Focus is on dispelling misconceptions and helping students better assimilate, integrate and become self-sufficient. Class size averages 20-25 students. Ages range from 13 to 85+ in the standard class and 5 to 12 in the youth class.

- Create and nurture a positive, fun learning environment
- Devise lesson plans that communicate a broad range of teaching points in a unique, memorable way
- Manage student behavior as appropriate, alone and in partnership with interpreter
- Develop teaching materials and games that accommodate different learning styles, class sizes and education levels
- Design and illustrate visual aids, posters and signage for the classrooms and office
- Schedule students for class weekly based on a variety of criteria
- Assist with the set-up, walk-through and on-going maintenance of self study ESL lab
- Take part in pedagogical trainings from the Center for Applied Linguistics
- Share best practices and exchange ideas with other Cultural Orientation providers from around the world
- Conduct stateside home-visits to see the progress of students taught overseas
- Develop testing material with manager and colleagues to evaluate effectiveness of what is being taught
- Plan and host bi-weekly gatherings for vulnerable elderly refugees
- Conduct interviews with refugee applicants prior to meeting U.S. Dept. of Homeland Security
- Review refugee applications and sensitive documents to determine validity and program eligibility
- Critically analyze sensitive information on a US State Department secured database

Journalist: Content Writer and Cartoonist Riverfront Times / Chicago Reader

2004 - 2015
USA / Austria

- Wrote engaging weekly previews of entertainment, political, music and art events
- Engaged in all aspects of creating a complete weekly comic page
Duties included writing, penciling, inking, lettering, coloring & and pre-production
- Contributed feature articles, conducted interviews and engaged in research

English Teacher **2000 - 2003, 2007 - 2009**
MEC&T Language School **Vienna, Austria**

- Taught individual and group classes, primarily for adult business clients - including upper level management at Bombardier, Austro Control, Erste Bank, Wiener Linien, and Tele 2
- Developed and revised activities in keeping with the school's "Learning Through Games" approach
- Visualized school's marketing campaign by creating a series of brochures and revamping their website

Customized Training: Technical Illustrator/ Writer **1992 - 1999**
School District City Of St. Charles / General Motors **Wentzville, MO**

- Illustrated signs and "how to" guides for use on the General Motors automobile assembly line to increase productivity and shorten the learning curve for new employees
- Devised custom solutions to site-specific problems and presented findings to Union and Management

Art Teacher / Dreamweaver Instructor **1992 - 1993, 2004**
School District City of St. Charles **St. Charles, MO.**

- Taught drawing and cartooning classes as part of the school district's continuing education program
- Instructed district technicians on how to use Dreamweaver software to build and maintain the school's websites

EDUCATION

Bachelor of Fine Arts (Interdisciplinary) **1991-1993**
School of the Art Institute of Chicago **Chicago, IL**
Focused primarily on sequential storytelling (comics), animation, creative writing and printmaking.
Fellowship award winner.

Associates Degree **1987-1990**
Florissant Valley Community College **Florissant, MO**

OTHER KEY COMPETENCIES & SKILLS

- Good, friendly communicator. I speak clearly and precisely and am understood by learners of all levels
- Strong interpersonal and presentation skills, both orally and in writing
- Team player. Have the ability to lead, follow and work within a team
- Observant, empathetic and patient. Have learned to adapt my register to suit different audiences. Have instructed people from very different backgrounds, both children and adults, from leaders of multinational companies to the most vulnerable of asylum seekers
- At ease teaching classes with others and working with groups whose language abilities vary greatly
- Experienced creative and technical writer and illustrator. My ability to quickly sketch down ideas has been especially helpful when teaching
- Experienced working with at-risk populations. I always take care to protect the dignity of those I instruct
- Can find common ground by exploring the similarities and differences of distinct cultures
- Language Skills: English (native tongue) / German (upper beginner / lower intermediate)
- Computer Skills: Microsoft Office / Adobe CS, Photoshop, In-Design, Illustrator / Windows and Mac OS / WRAPS: US State Department secured database / Website Development tools including Dreamweaver, Flash, list building and community engagement software

• **References Available Upon Request**