

Curriculum Vitae

Amanda M. Meier

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EDUCATION

Master of Arts Candidate in Teaching English to Speakers of Other Languages (TESOL)

Teachers College, Columbia University, New York, NY

Anticipated graduation: May 2015

Thesis: *Second Language Incidental Vocabulary Acquisition Through Extensive Listening to Podcasts*

Bachelor of Arts in Mandarin Chinese

Bachelor of Arts in International Relations

University of Colorado, Boulder, CO

May 2006

Certificate of Advanced Chinese Proficiency

Beijing University, Beijing, China

May 2005

LANGUAGES

Mandarin Chinese, working proficiency

Khmer (Cambodian), conversational proficiency

TEACHING EXPERIENCE

Adjunct English Instructor

English Language Institute, Westchester Community College

Valhalla, NY

January 2015 – present

- Teach 14-week long semi-intensive ESL course for adult immigrants from diverse backgrounds
- Design theme-based, integrated skills curriculum utilizing a communicative language teaching framework
- Establish class blog to foster digital literacy and encourage online collaboration
- Utilize alternative assessment measures such as writing portfolios to highlight learners' writing progress
- Implement extensive task-based pair and group work to foster communicative learning environment

English Instructor

Community Language Program (CLP) at Teachers College, Columbia University

New York, NY

January 2014 – December 2014

- Developed communicative, theme-based, integrated skills lesson plans for adult ESL learners
- Rated written placement tests to help with entrance to CLP
- Integrated Web 2.0 tools such as blogs to enhance communication, collaboration, and build digital literacy
- Implemented extensive reading book club to increase learner autonomy and authentic input
- Combined formative and summative assessment measures to evaluate learners' daily and weekly progress

English Instructor and Teaching Quality Manager

91WaiJiao

New York, NY

January 2013 – August 2014

- Conducted online 1-on-1 and small group English classes focused on building speaking and grammar skills
- Administered oral proficiency assessments for course placement purposes and provided written feedback
- Wrote and filmed online lessons for Business English training and IELTS and TOEFL test prep
- Observed instructors and provided written feedback for job evaluation and professional development

Academic English Instructor

Beijing University of Science and Technology

Beijing, China

July 2011 – July 2012

- Instructed 400 students in academic English; achieved 90% success rate on National College English Test
- Developed and implemented integrated skills curriculum in accordance with university standards
- Edited writing prompts and questions for official study guide for China's College Entrance Examination

English Instructor and Program Manager

Zigen Migrant Center

Beijing, China

July 2011 – July 2012

- Established curriculum, created course materials, taught adult and children's beginning English courses
- Organized second-hand clothing drive and flea market in support of need-based high school scholarships

TUTORING EXPERIENCE

Academic English Tutor

Center for Khmer Studies

Phnom Penh, Cambodia

June 2014 – August 2014

- Tutored four college seniors in academic English writing, reading, listening, and speaking strategies
- Assisted professor during lectures, provided language support for English language learners

English Tutor

Korean Cultural Center

New York, NY

August 2012 – February 2013

- Conducted 1-on-1 tutoring sessions, created lesson plans, evaluated student progress, provided feedback
- Mentored 10 recent immigrants in job applications, TOEFL and GRE test preparation

English Tutor

Boston Chinatown Center

Boston, MA

January 2011 – July 2011

- Provided one-on-one English tutoring for recent Chinese immigrants in Adult Education Program
- Developed lesson plans, assessments, and prepared progress reports for students and administration

ADMINISTRATIVE EXPERIENCE

Employer Relations Specialist

InterExchange

New York, NY

February 2013 – August 2013

- Determined J-1 visa summer work placements, conducted employer interviews and investigative research
- Maintained participant and employer databases, ensured compliance with U.S. State Department directives

Seasonal Recruitment Assistant

Boston Consulting Group

New York, NY

September 2013 – February 2013

- Supported 10-person corporate recruiting team across 8 colleges, managed calendars and correspondence
- Maintained candidate-tracking database for over 10,000 active applicants, prepared data reports

Chinese Translator Administrative Assistant

McCarthy Legal Services

Boston, MA

March 2009 – July 2011

- Translated documents, interpreted phone calls and meetings, proofread and edited correspondence
- Managed \$50 million charitable giving foundation, served as client liaison, drafted legal documents
- Performed accounts payable and receivable functions such as invoicing, bill paying, and bookkeeping

National Operations Manager and Colorado Campaign Director

Grassroots Campaigns, Inc.

Boston, MA & Denver, CO

August 2006 – February 2009

- Managed twenty staff, organized on-the-ground logistics for 32 grassroots fundraising offices nationwide
- Designed and implemented new data collection strategies, increased accuracy and streamlined analysis
- Successfully developed grassroots fundraising plan, contacting 110,000 supporters and raising \$250,000

VOLUNTEER ACTIVITIES

Operations Chair, **Applied Linguistics Winter Conference**, Teachers College, NY, July 2013 – present

Registration Volunteer, **LANSI Conference**, Teachers College, NY, September 2014

Operations Team, **NYS TESOL Applied Linguistics Winter Conference**, Teachers College, NY, March 2013

College Application Mentor, **Let's Get Ready**, New York, NY, October 2012 – January 2013

Library Manager, **Prison Book Program**, Boston, MA, April 2010 – July 2011

PROFESSIONAL ACTIVITIES

Online Teaching Workshop, Teachers College, Columbia University, New York, NY, November 2014

Language Fellow, Center for Khmer Studies, Phnom Penh, Cambodia, June 2014 – August 2014

Curriculum Design Workshop, Teachers College, Columbia University, New York, NY, March 2013

Teaching Fellow, VIA, Beijing, China, July 2011 – July 2012

PROFESSIONAL ASSOCIATIONS

New York State Teaching English to Speakers of Other Languages (NYS TESOL)

Phi Beta Kappa Honor Society

Sigma Iota Rho Honor Society

PRESENTATIONS

Meier, A. (2015). *L2 Lexical Inferencing: Learner Strategies and Success*. Presented at New York State Teaching English to Speakers of Other Languages Applied Linguistics Winter Conference (NYS TESOL ALWC), New York, New York.

PROFESSIONAL QUALIFICATIONS

Computer Skills: Microsoft Office; Moodle; Web Design; SPSS; Qualtrics; SMART board; iMovie; Vialogues

REFERENCES AVAILABLE UPON REQUEST