

## RELATED WORK EXPERIENCE

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### Assistant Teacher (English as a Foreign Language, NALCAP Program)

Almería, Spain

CIEP Indalo Elementary School

10.2022 – 5.2024

- Develops fun and engaging lessons plans to improve English vocabulary, pronunciation, and conversation for children aged 3-12.
- Creates presentations to improve cultural literacy, sharing United States culture.
- Manages classroom and student behavior.
- Coordinates with fellow teachers to develop bilingual curriculum.

### Private ESL Tutor

- Delivers individualized English lessons to students (from ages 6 to adults) ranging from A1-C2 Levels.
- Builds and maintains clientele.
- Assists students achieve their English learning goals, including passing Cambridge Exams.

### Program Assistant III (GAPSI Contractor)

Washington DC

Foreign Service Institute, U.S. Department of State

11.2020 – 08.2022

- Provided ongoing programmatic and administrative support to professional development course, which trained 378 Foreign Service Officers and State Department employees through 21 course offerings in FY21.
- Due to COVID-19, pivoted formerly in-person mid-level and advanced courses to a virtual format, building Microsoft Teams channels, editing video presentations, and providing remote assistance to course instructors.
- Served as first point of contact for incoming Foreign Service Officers, addressing their training questions and assisting with onboarding related issues.
- Handled PII (personally identifiable information) of participants and coordinated with the Registrar's office to ensure enrollment and completion paperwork was properly filed.
- With a team of three Program Assistants and FSI staff, regularly problem solved and troubleshoots technology related access issues, scheduling conflicts, and other course related challenges that arose.

### Intern (Cultural Heritage Center)

Washington DC

Bureau of Education and Cultural Affairs, U.S. Department of State

Summer - 2019

- Wrote web highlights to summarize and publicize the inter-agency law enforcement trainings for the Cultural Heritage Website.
- Conducted research on international art markets to inform policy proposals.
- Drafted tweets for the Cultural Heritage Center's social media campaigns.
- Expanded database for past law enforcement trainings on cultural heritage preservation.

### Intern

Washington DC

International Operations, Homeland Security Investigations

Summer - 2018

- Expanded and enhanced database for HSI's Cultural Property, Arts, and Antiquities Program to expedite the repatriation of cultural artifacts for over 30 cases.
- Reviewed and created highlight documents from international attaché office reports for management.
- Recruited student volunteers to join HSI Cultural Property Program and created a guide to the cultural repatriation process.

### Soccer Coach

Blacksburg, VA

Soccer Shots

10.2019- 03.2020

- Organized drills, exercises, and games to teach children ages 2-7 about the fundamentals of soccer.
- Maintained a positive and energetic demeanor to keep children engaged and excited to play.
- Led 30-minute lessons and coordinated logistics with fellow Soccer Shots staff and pre-school staff.

## EDUCATION

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B.A International Relations and B.A Spanish (GPA: 3.90/4.0)

Virginia Polytechnic Institute & State University

International Exchange Program, Spanish Language a. Literature

Universidad de Oviedo

Spanish C1

Universidad de Almería

TEFL Certification

The TEFL Academy

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