

MAKIE HARRIS

TUTOR/TRAINER/WORKSHOP FACILIATOR

+1-240-601-5783

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Citizenship: USA

PROFESSIONAL SUMMARY

Results-oriented trainer and workshop facilitator with a strong professional background working in both the private and public sector. Recently certified TEFL instructor leveraging over 20 years of experience fostering adult learning, cultural exchange, and adapting to diverse learning environments. Track record of designing and delivering customized instruction to professionals, executives, and teams.

SKILLS

- Business English Instruction
- Online Teaching & Virtual Facilitation
- One-on-One & Group Training
- Curriculum Development
- Lesson Planning & Customization
- Lesson Reporting
- Cross-Cultural Communication
- Leadership
- Project Management
- Assessment & Evaluation

EDUCATION AND CERTIFICATION

TEFL - Level 5 | 2025

The TEFL Academy, UK



Project Management Professional (PMP) | 2024

Project Management Institute, USA

Master of Public Management

University of Maryland College Park, USA

Bachelors of Arts, International Affairs

American University, Washington, D.C.

RELATED WORK EXPERIENCE

Senior Policy Analyst/Trainer | 2017-2025

National Education Association

Washington, D.C., USA

- Designed and facilitated professional development and adult learning programs for educators, focusing on capacity-building and awareness to support more inclusive and effective learning environments.

Program Officer | 2014-2017

U.S. Department of Health & Human Services

Rockville, Maryland, USA

- Supported educational community-based organizations through policy guidance, capacity-building, and program development; oversaw federal funding allocation and conducted monitoring to ensure compliance and impact.

Substitute Teacher | 2014-2015

District of Columbia Public Schools

Washington, D.C., USA

- Delivered instruction and oversaw classroom management across multiple grade levels and subjects, ensuring continuity of learning; adapted quickly to different classroom settings.

Travel Experience: United Kingdom, France, Italy, South Africa, Vietnam, Thailand, Singapore, Indonesia, Malaysia, Mexico

References Available Upon Request