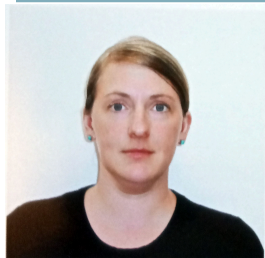


# KASEY M. SKEEN



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## ABOUT ME

I am a degree educated, qualified EFL teacher. I enjoy using my creativity to produce stimulating lessons to inspire and engage a class. I work well in a team and can communicate effectively at all levels and ages.

## Personal Details

### DATE OF BIRTH:

30/10/1980

### MARITAL STATUS:

Married

### NATIONALITY:

American

### LANGUAGES SPOKEN:

Spanish, French

## References

References furnished upon request

## Skills

Microsoft Office Suite,  
Zoom, GoToMeeting,  
Blackboard, Google Docs

## TEFL TRAINING



### Level 5 TEFL Course Certificate

November 2022

- Created lessons for variety of levels from pre-intermediate to advanced
- Teaching speaking, listening, reading and writing
- Material & resource creation, utilizing internet
- English grammar and how to teach the essential language
- Needs analysis & teaching in different situations
- Classroom management & teaching techniques

## EXPERIENCE

### Fairfax County Public Schools; Alexandria, VA — 2021-Present

Assist lead teacher in instruction of students with multiple disabilities, including data collection and ABA instruction practices. Five hours per week spent re-shelving library books and assisting with book checkouts in an elementary school library. Substitute for elementary teachers as needed.

### Mount Vernon Weekday School; Alexandria, VA — 2017-2020

**Director** (Aug 2019-Jul 2020): Ran the day-to-day operations of preschool with approximately 60 students. Managed staff of ten educators by overseeing curriculum delivery, classroom performance, educational course requirements, and payroll.

**Lead Teacher** (Aug 2017-May 2019): Developed and delivered research-based, age appropriate curriculum. Administered professionally developed evaluations and interpreted results for families and colleagues. Collaborated closely with colleagues and delegated duties to assistant teacher.

### Jewish Vocational Service; Boston, MA — 2008-2009

Workplace ESL instructor for adults working in the medical field. Developed original lesson plans and activities. Created and led U.S. citizenship class.

### ELS Language Centers; Cambridge MA — 2007-2008

EFL instructor in private language school for students visiting the U.S. from abroad. Taught proprietary curriculum and developed elective courses for students. Tutored students preparing to take the TOEFL exam.

## EDUCATION | BOSTON UNIVERSITY, BOSTON, MA - M.ED., 2008 | Hollins University, Roanoke, VA - B.A. French, 2003