

ROSETTA MARIE BUICK

Email: rbuick@gmail.com

Skype: [rosetta.buick](https://www.skype.com/user/rosetta.buick)

Phone: (402) 551-5045

Sample Work: www.eslidea.com

EDUCATION

University of Iowa, Iowa City, Iowa

Bachelor of Arts, Cum Laude, Studio Design / Minor: Russian

GPA : 3.72

Graduation: May 1996

University of Illinois at Chicago, Chicago, IL

Masters of Arts in Linguistics, with a specialization in TESOL (equivalent to the M.A. in TESOL)

GPA : 4.00

Graduation: August 2010

TEACHING EXPERIENCE

Idioma Internacional, Corporate Trainer / EFL Teacher, San Jose, Costa Rica, Sep 2016 – Oct 2017

- **Instructed corporate and virtual classes for national and multi-national companies, as well as for high school English programs, at all CEFR levels.** (2-3 month classes integrating speaking, listening, reading, writing, grammar, pronunciation, and vocabulary / communicative focused classes). Responsible for teaching, grading, assessment, real-world application, and learning activities.
- **Developed communicative-focused curriculum and lesson plans for corporate, virtual, and high school classes for all CEFR levels.**
- **Developed communicative-focused curriculum for skill-focused workshops including: email communication, telephone communication, and conversation skills.**
- **Attended workshops for teaching advancement, including: Error Correction, Making Homework Relevant, Classroom Management.**

WorldTeach w/ Universidad San Francisco de Quito, EFL Instructor, Riobamba, Ecuador, Sep 2014 – May 2016

- **Instructed the Intermediate Integrated Classes.** (2 month classes including speaking, listening, reading, writing, grammar, pronunciation, vocabulary / communicative focused classes). Responsible for syllabus, lesson planning, teaching, grading, assessment, real-world application and learning activities. Developed custom communicative lessons appropriate to students' learning abilities and interests. Created all classroom and testing materials. Integrated multimedia, online material, collaborative group work activities into appropriate lesson plans.
- **Instructed the Advanced Series Classes. (Speaking / Reading and Listening / Writing)** (Each component was a 2 month class) Responsible for curriculum, syllabus, lesson planning, teaching, grading, assessment, real-world application and learning activities.
 - o **Speech:** Focus included academic speeches, informal and formal discussions, presentations, listening skills, interviews, story-telling, note-taking, group work skills/performance, grammar, and vocabulary development.
 - o **Reading and Listening:** Focus included reading and listening skills (summarizing, locating gist, skimming, scanning, inferring) note-taking, book club discussions, informal and formal discussions, grammar, and vocabulary development.
 - o **Writing:** Focus included formal academic writing for the paragraph and 5 paragraph essay, journal writing, sentence development, summarizing, grammar, and vocabulary development.
- **Instructed Multi-level Speaking/Conversation Reinforcement Classes.** (2 month English reinforcement classes with students ranging from Levels 2 through 9 / focused on pronunciation, conversation and grammar review.) Responsible for curriculum, syllabus, lesson planning, teaching and learning activities.
- **Designed / presented workshops** to fellow colleagues and English teachers in the Riobamba community. Topics included: advanced techniques for teaching English; and integrating writing techniques within the daily curriculum.
- **Analyzed writing strategies** used within the program, and created tiered strategies for each level.
- **Participated in university and cultural events.** Through the university, participated in theater shows for the students, graduation ceremonies and community projects (charity works and developing good relations with the local city). Initiated and carried out a weekly Conversation Class for additional oral practice. Resided with a local family, interacted with the community on a day-to-day basis as well as through cultural events, and participated in social work projects for the indigenous community.

Harold Washington College, ESL Instructor / ESL Placement Specialist, Chicago, IL, Aug 2011 – May 2014

- **Instructed the Intermediate / High Intermediate / Advanced Integrated Classes.** (class focus: reading, writing, grammar, vocabulary / supplemented with speaking/listening practice) Responsible for syllabus, lesson planning, teaching, grading, assessment, student advising, and real-world application and learning activities. Developed custom lessons appropriate to students' learning abilities, and interests. Designed all classroom and testing materials, and implemented course web site. Integrated multimedia, online material, real-world application activities, collaborative group work activities, book clubs, relevant field trips, and web technologies into appropriate lesson plans.

(continued on next page)

- **Instructed the Advanced and High-Intermediate Speaking/Listening Class.** Responsible for curriculum, syllabus, lesson planning, teaching, grading, assessment, student advising, and real-world application and learning activities. (class focus: academic speeches, informal and formal discussions and presentations, listening skills, note-taking and group work skills/performance)
- **Instructed the ESL College Success Class.** Responsible for curriculum, syllabus, lesson planning, teaching, grading, assessment, student advising, and real-world application and learning activities. Developed custom curriculum focusing on career paths, study skills, performance: reading/writing/presenting, school/life balancing, understanding school resources, advising, time/stress management, wellness, and service projects.
- **As ESL Advisor / Placement Specialist,** advised students toward academic careers, interviewed and assessed written and oral level of English for placement within the ESL department.

World Relief, (Adult Ed) Chicago, IL, ESL Tutor/Refugee Mentor, Apr 2007–2009 / Jan 2013 – June 2013

- Volunteered as ESL Tutor with Congolese and Burmese refugees. 2 students were level 4, 4 students were level 1.
- Developed lesson plans based on the individual needs of the students.
- With level 4 students, lesson plans included: survival English, vocabulary, reading, writing, and American culture
- With level 1 students, lesson plans included: basic English, vocabulary, reading, writing, survival English, and American culture.

ESL Independent Tutor – Chicago IL and Riobamba, Ecuador, Jan 2011 - Present

- Tutoring sessions focused on improving speaking / listening and conversational skills.
- Tutoring sessions focused on academic writing skills and techniques.
- **For all sessions:** Developed custom curriculum that was appropriate to students' learning abilities and interests. Responsible for lesson planning, creating exercises / assignments, teaching, and appropriate field trips for real-world application.

North Park University, Chicago IL, ESL Instructor, Aug 2010 - Dec 2010, June 2011 - Aug 2011

- **Instructed the High Intermediate writing class.** Responsible for syllabus, lesson planning, teaching, grading, assessment, student advising, and real-world application and learning activities. Developed custom lessons appropriate to students' learning abilities and interests. Designed all class room and testing materials, and implemented course web site. Integrated multimedia, online material, and web 2.0 technologies into appropriate lesson plans.
- **Instructed the High Intermediate speaking/listening class.** Responsible for syllabus, lesson planning, teaching, grading, assessment, student advising, and real-world application and learning activities.
- **Summer session: Instructed the Advanced American culture class.** Responsible for syllabus, lesson planning, teaching, grading, assessment, student advising, and real-world application and learning activities.

TESOL Internship at Harold Washington College, Chicago, IL, June 2010-Aug 2010

- Responsible for lesson planning, teaching, grading and student advising.
- Co-taught an Intermediate reading, writing, and grammar course.
- Designed and implemented course web site and classroom materials.

University of Illinois at Chicago, Chicago, IL, Conversation Tutor, 2009 - Present

- Volunteered on a weekly basis with international students to improve conversational English skills.

Erie House, (Adult Education) Chicago, IL, ESL Book Club Instructor, Sept 2009 – Jan 2010

- Volunteered / Instructed an ESL Book Club for parents at a local elementary school.
- Responsible for curriculum, syllabus, lesson planning, and finding appropriate reading/class materials for a mixed level ESL class.
- Class focus was on reading, writing, discussion, and vocabulary development.

Podar Learning Center, (Adult Education) Chicago, IL, ESL Teaching Assistant, 2007 - 2009

- Volunteered / Worked as Teaching Assistant with students ranging from level 0 to level 4.
- Assisted teachers by giving 1 on 1 attention to students.
- Responsibilities included: reviewing lesson material, practicing conversational skills, helping with computer training, reinforcing English grammar.

Carole Robertson Center, (Adult Education) Chicago, IL, ESL Teaching Assistant, Sept 2003 - 2005

- Volunteered / Worked as Teaching Assistant with students ranging from level 1 to level 4.
- Assisted teacher by giving 1 on 1 attention to students, and by practicing conversation and grammar.
- Taught level 1 students (~10 – 12 students) English grammar and conversation.

Omaha Public Schools Adult Education Program, Omaha, NE, ESL Teaching Assistant, 1990 - 1991

- Volunteered / Worked as Teaching Assistant with students ranging from level 1 to level 4.
- Assisted teacher by giving one-on-one attention to students, and by practicing conversation and grammar.

SCHOLARLY ACTIVITIES

- Collaborated with Theresa Catalano, "Art Activities for the English Language Classroom", 2006
- Presented at the ITBE (Illinois Teachers of English to Speakers of Other Languages / Bilingual Education) 2010 Fall Workshop.
Presentation Title: **Taking Advantage of the Social Networking World**
- Presented two seminars at the ITBE (Illinois Teachers of English to Speakers of Other Languages / Bilingual Education) 2011 Conference.
Presentation Title 1: **Befriending Social Networks; Enriching Your Language Classroom Experience**
Presentation Title 2: **The Web 2.0 Way to Track Progress in Writing**
- Presented seminar at the Riobamba Language Teaching Fair (January 2016)
Presentation Title: **Integrating Writing Techniques into the Daily Curriculum**

PROFESSIONAL DEVELOPMENT

- Low Level ESL Tutor Forum, Literacy Works, Chicago, IL, April 2008
- ESL/ABE Tutor Forum, Literacy Works, Chicago, IL, October 2007
- Dale Carnegie Public Speaking Mastery Course, Omaha, NE, 1991 – 1992
- Member of ITBE (Illinois Teachers of English to Speakers of Other Languages / Bilingual Education)
- Attended the ITBE (Illinois Teachers of English to Speakers of Other Languages / Bilingual Education) 2010 Fall Workshop
- Attended the ITBE (Illinois Teachers of English to Speakers of Other Languages / Bilingual Education) 2011 Conference

COMPUTERS SKILLS

Systems:	Mac OS 10.12.5 and lower, Microsoft Windows 95/98/2000/NT 4.0/XP/Vista/7/8/10, Microsoft CMS
Applications:	Adobe Creative Suite 6 (Photoshop, Illustrator, Dreamweaver, Flash, Fireworks, Acrobat, Contribute, InDesign) QuarkXPress 5, Microsoft Office 2010, ActionScript, ImageReady 7, WSFTP Pro, Fetch 5
Internet:	HTML, JavaScript, CSS, SSI, Site Architecture/Map/Wireframe, Image/Sound Optimization, Multimedia Video & Flash, User Interface Design, Site Implementation, Usability Testing, QA Testing, Web 2.0 applications, Social Media, FTML
Education Apps and Integrated Classroom Tech:	Moodle 3.3, WizIQ Virtual Classroom, Blackboard 9.1 and lower, My Writing Lab, Turn It In, Grou.ps, NING, Glogster, Wikispaces, Hot Potatoes, JING, Vocaloo, Voicethread, Wordle, Delicious, YouTube, Pixton, Audacity (podcasting), Webquests, BYU Corpus, Fotobabble, WhatsApp

FOREIGN LANGUAGES

- **Spanish:** Speaking/Listening: Advanced / Reading/Writing: Advanced

ABROAD EXPERIENCE

Costa Rica, 2016 – 2017

- Worked for 1 year at an EFL Institute teaching Business English in National and Multi-national corporations and in high schools. Actively involved in the local community.

Ecuador, 2014 – 2016

- Served for two years with the US volunteer program, WorldTeach. Taught English at a local university in Riobamba, Ecuador. Resided with a local family, studied the language, interacted with the community on a day-to-day basis as well as through cultural events, and participated in social work for the indigenous community.

Italy, 2007, 2010

- 2 week intensive program traveling throughout Italy in cities and small towns. Studied the language and culture.

Mexico, 1990

- Through Junior Achievement, earned a scholarship to study for a month in Mexico City as an exchange student. Studied the language, culture and architectural sites of Mexico City, and surrounding areas.

OTHER WORK EXPERIENCE (PROJECT MANAGEMENT / DESIGN)

Digital/Web Contractor, Chicago, IL, Oct 2010 – 2011

- Freelanced within the Midwest area. Project involvement included strategic digital development and planning, graphic design/production, web design, UI design, html coding, multimedia animation/scripting, project management and QA testing. Responsible for full execution of projects (concept to completion).
- Worked directly with clients, providing best recommendations and custom digital solutions for their needs.

Alberto Culver (now Unilever), Project Manager, Digital/Web Contractor, Melrose Park, IL, Oct 2004 - 2010

- Began as Digital/Web Contractor. Produced/designed/coded full Web sites, micro-sites, banner ads, flash multimedia units, and promotions for the Alberto Culver web sites (including 16 brands/42 sites).
- Promoted to Project Manager. Managed the web department (including 3 designers/developers and 1 programmer) and the Web sites of 16 brands (42 sites) Responsible for project management within department; conception to completion for all projects. Worked with internal marketing department and external agencies for site launches, promotions, maintenance, and national advertising initiatives.

Digital/Web Contractor, Chicago, IL, Sr. Designer, Nov 2003 – Oct 2004

- Working through multiple creative-based staffing agencies, freelanced around the Chicago area. Project involvement included graphic design, web design, UI design, html coding, multimedia animation/scripting, print production, and project management.

Wachovia Bank (formerly First Union N.B.), Charlotte, NC, Sr. Interactive Graphic Designer, July 2000- Sept 2003

- Worked with internal business marketing units to create internal/external Web sites, email newsletters, promotional sites, landing pages, online newsletters, online manuals, and animated/static web banners. Responsible for project management, site architecture, wireframes, web design, html coding, graphic preparation, and QA.
- Produced/designed/scripted flash files for multimedia presentations, invitations, announcements, product showcases/demos, and Web sites.
- Designed First Union collateral, departmental identities, direct mailers, invitations, merchandising, and direct marketing pieces.
- Recommended innovations in communication and marketing materials that reinforced the bank position as well as maintain the corporate image and the First Union/Wachovia brand.
- Designed and wrote requirements for several online applications (functional design document, GUI, database structure) for the Corporate Marketing department. These included an online ad/media ordering system, an online graphics/logo library and tracking system, and a meeting and events reservation system.

Lyerly Agency, Charlotte, NC, Production Artist/Sr. Web Designer, Dec 1999 - July 2000

- Prepared all digital files for press; including color separations, final mockups, trapping, scanning and film output. Worked with Art Directors to conceptualize ideas, create visuals, design layouts, direct photo shoots, and produce finished pieces.
- Promoted to Senior Web Designer
- Co-established web design department. Responsible for client relations, site plans, site maps, navigation, design concepts, visuals, site production, quality assurance testing and light code development.

The Printing Office, Charlotte, NC, Sr. Prepress Technician/ Web Designer, Dec 1997 - Dec 1999

- Created/designed projects for the corporate clientele of The Printing Office, including collateral, logos, and direct marketing pieces. Worked with a Xerox Docutech Rip, processing and ripping customer files direct to Docutechs. Prepared files for press including trapping, imposition, color separations, file and graphic recreation.
- Organized preflight department. Duties included heading the digital department, analyzing all incoming digital files, planning the route and setup of all files, and providing technical support for the Sales and Customer Service department.
- Produced and maintained company Web site. Co-authored/designed company online ordering system, created a concise functional design document, data dictionary and all user interfaces.

AmeriTrade Holding Corporation (now TD AmeriTrade), Omaha, NE, Web Designer, Febr 1997 - Oct 1997

- Designed and maintained web pages, banners, web promotions for AmeriTrade Holding Corporation, as well as for AmeriTrade's five subsidiary brokerage and clearing companies.