

## MICHELLE R CALDWELL

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### EDUCATION

LaSalle University, Philadelphia, PA  
**M.A. in Translation & Interpretation**

2016

Eastern University, St. Davids, PA  
**M.A. in Multicultural Education**

2012

Eastern University, St. Davids, PA  
**B.A. in Spanish and Education**

2009

### TEACHING EXPERIENCE

**Eastern University - St. Davids, PA**

Spanish Lecturer

2014-present

Developed syllabus and overall course structure for SPA 101, 102 & 302w. Administered all grades. Advised students in study abroad programs in Spain and Latin America. Advised students who wish to minor in Spanish. Visited and assessed study abroad programs offered by the university to ensure continued compliance with expectations. Prepare major and graduate students for K-12 certification in Spanish. Improve digital presence of Language department in social media platforms. Maintained up to date Blackboard page for students' use.

**Brandywine Virtual Academy – Downingtown, PA**

2013-2014

Spanish Teacher

Taught Spanish I-IV to online students. Presented weekly live lectures through Blackboard Collaborate. Instructed, graded and communicated with 100 students. Offered daily virtual office hours so as to meet with students for one-on-one. Maintained Moodle page with all lectures, forums and notes so that students might access all resources remotely whenever necessary.

**Technical College High School – Phoenixville, PA**

2009-2014

Spanish Teacher, Department Head

Taught Spanish I-III, created and implemented new curriculum for all students, aligning it to current state standards. Formed an environment that prioritized verbal interaction and aural aptitude while successively equipping students with reading and writing skills through grammatical instruction. Promoted use of technology and oral communication through tasks such as video, cultural newscasts, Spanish movie and music appreciation, and descriptive recordings. Sole interpreter and translator between school and Hispanic community for all tours, meetings, forms, phone calls and electronic communication. Advised teachers and counselors that work with bilingual and bicultural students who were at risk, providing interventions and strategies for success.

English as a Second Language Program Specialist, Department Head

Taught ESL to high school students. Created and oversaw ESL program, implementing lessons aligned with the Language Proficiency Standards for English Language Learners as well as the Pennsylvania Academic Standards. Administered all Title III program requirements and invested funds into workshops, curriculum, technology and resources that the department lacked. Worked with students one-on-one and in small groups for pull-out and push-in instruction in all content areas: math, reading, writing, language arts, and reading fluency. Administered the PSSA, Keystone and ACCESS tests to ESL students who entered

and exited the ESL program. Monitored exited students for two years after graduation from program.

**Peiking University – Beijing, China**

**Summer 2013**

Visiting Professor, Conversational English

Created and implemented summer curriculum for undergraduate students which compared and contrasted twenty multicultural values through the discussion of themes in historical Chinese literature, preparation for today's job market through interviewing skills, and goal setting for future endeavors. Created and maintained a virtual online binder for student reference. Provided office hours to meet with students for individual tutoring. Participated in student-initiated group cultural excursions.

**RELATED EXPERIENCE**

Freelance Interpreter

**2014 – present**

Provided medical and legal interpretation in hospitals, clinics, depositions and community events. Maintained billing and tax information for business.

Language pair: Spanish/English

Youth Musical Theater Director

**Director**

**2005 – 2014**

Directed children's musical theater program of twenty-five elementary students and ten leaders. Weekly program organization included communication with parents, budget maintenance, pedagogy and direction for music and acting skills, set design and construction, costume organization, light and AV design, delegation to leaders, and marketing of program.

Conversational Spanish Teacher

**Volunteer**

**2011 - 2013**

Working with retirees, designed instruction to promote conversational competence both in traveling and domestic situations with everyday conversation. Created listening programs to model proper pronunciation and intonation for students.

Conversational English Teacher

**Volunteer**

**2012 - 2013**

Working with students from the Far East and the Middle East, designed instruction to promote receptive and productive linguistic skills in listening, reading, writing and speaking. Differentiated instruction to meet the varying needs of beginning to intermediate students.

**LANGUAGES**

English – native language

Spanish – speak fluently and read/write with native competence

**MEMBERSHIPS & PROFESSIONAL DEVELOPMENT**

PA Instructional II Certificates in:

Spanish K-12

English as a Second Language Program Specialist K-12

Bridging the Gap Certified

Delaware Valley Translator's Association

Student Assistance Program

2013 Nominee for Citadel Heart of Learning Award