

# **LINDSEY PHILLIPS**

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## **Education**

### **M.A. Instructional Systems Design**

University of Central Florida, Orlando, FL

July 2017

### **B.A. English with a Writing Concentration; B.A. Spanish**

Wheaton College, Wheaton, IL

May 2008

## **Overview: Experienced Instructor/Instructional Designer**

- Nearly 7 years of professional experience in teaching learners of all ages; extensive experience with instruction to international adults.
- Experienced instructional designer: developed two educational/training programs, several month-long special elective classes, and curriculum development for current grade level instruction (ongoing).
- Team player: demonstrated success in working with a team to design and revise instruction.
- Experienced in teaching students with different academic goals, continuing education for college-bound students, local residents, professionals, and high school ESOL students.
- Experienced in integrating technology to design instruction through the use of Canvas, Edmodo, Moodle, and other online platforms and tools.
- Track record of satisfied colleagues and students..
- Experienced in the use of extant data to guide curriculum development.
- Offers creativity, dynamism and effectiveness.
- Offers well-honed written and oral communication skills.
- Fast and eager learner of new technologies and systems.
- Bilingual-Spanish.

## **Instructional Design Experience**

- Coordinated with the Mitsukoshi Company at Epcot Disney to design and deliver a special 7-class program to address corporate objectives for employees' language proficiency.
- In collaboration with 3 colleagues, designed and delivered a 12 week vocational English program for UCF adult employees.
- In collaboration with 3 classmates, designed and developed and evaluated one unit of an online course of instruction for military training.
- Evaluated, revised and delivered a 3 hour training workshop to 17-40 Japanese workers on hospitality English several times per year.
- Designed and developed a one month each GMAT, IELTS, and Advanced Writing Techniques class at the Language Company.

## **Teaching Experience**

### **Teacher, South Creek Middle School, Orlando, FL**

August 2015-Current

- Designed, developed and delivered instruction to seventh grade students in a 1 to 1 technology learning environment.

- Evaluated and revised instruction based on student data.
- Created enabling objectives for terminal objectives that reflect the state standards.
- Planned with seventh grade team in designing instruction to ensure quality of instruction.
- Aligned instructional activities to enabling objectives using Webb's Depth of Knowledge Levels.
- Communicated continuously, effectively, and tactfully with all stakeholders: parents, colleagues, students, and administrators.

**Adjunct Instructor, Center for Multilingual and Multicultural Studies, UCF, Orlando, FL**

August 2014-August 2015

- Planned and instructed 4 classes at varying levels in speaking, listening, grammar, reading and writing for each 7 week term.
- Created formative and summative assessments.
- Received training on how to use online web courses using CANVAS; implemented this technology in classes.
- Sat on a committee to draft and recommend changes to the writing curriculum.

**TESOL Instructor, The Language Company, Orlando, FL**

July 2008-August 2014

- Dynamically instructed all levels of intensive grammar, speaking, listening, reading, and writing to international adults learning English as a second language.
- Developed and taught a variety of specifically tailored private instruction including FCAT reading, TOEFL, IELTS, business English, writing strategies, and pronunciation.
- Consistently developed and incorporated supplemental materials into classes to meet level objectives.
- Created a Wordpress blog to supplement class listening activities and increase topical knowledge and vocabulary in order to prepare intermediate, academically bound students for TOEFL and IELTS.
- Maintained accurate and timely records and communications with students through the online Engrade database system and Filemaker.
- Regularly received high satisfaction scores on yearly director evaluations and bimonthly student surveys.