

KRISTEN WILLIAMS

English Language Learning Institute, West Virginia University · 202 Eiesland Hall, 128 Hough Street,
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Experienced English as a Second Language (ESL) Instructor with a demonstrated history of working in the higher education industry. Skilled in ESL, instructional design. Passionate about teaching reading & composition. Instrumental in contributing to reports resulting in accreditation with the Commission on English Language Program Accreditation (CEA). Strong higher education professional with a Master of Arts in TESOL & a certificate in University Teaching from West Virginia University with 15 years teaching experience. Ed.D. student in Higher Education Management at the University of Pittsburgh. Thrives in high-pressure, fast-paced environment.

EXPERIENCE

AUGUST 2010-PRESENT

TEACHING INSTRUCTOR, WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV

Taught Grammar, Reading, Writing, Vocabulary, Communication Skills, American Culture, Civics, Handwriting & Spelling, Literature, Short Stories & Movies, Health, Special Medical, Pronunciation, English Through Pinterest, Book Club, & Study Hall at various levels of English proficiency in the Intensive English Program. Taught ESL 140: ESL Academic Reading & Writing in the Dept. of World Languages, Literatures and Linguistics.

Alternative work assignments (Spring 2019-Present) have included coordinating & composing CEA self-study report & annual reports, developing an AMP ESL STEM course, developing & overseeing the development of online IEP courses, managing program data, overseeing internal processes of IEP applications, registration, & enrollment in courses, managing student grade reports, & more.

Materials Coordinator for ELLI. Establish & maintain relationships with publishers & campus bookstores; purchase materials; order materials with bookstores; collect & distribute materials from/to instructors; troubleshoot technology issues with e-texts & online platforms for both instructors & students; manage ELLI library in Eiesland Hall.

Accreditation Coordinator. Plan & conduct weekly or monthly meetings, co-write & edit drafts, implement changes in IEP, maintain progress, review policies, establish & manage shared folders on OneDrive/SharePoint for all contributors, assemble reports & supporting documents for submissions; continue to follow the previously mentioned steps for annual reporting after being awarded 5 years of initial accreditation with CEA, assign sections of reports to sub-committees & follow-up with all committee members; attend CEA trainings & meetings as scheduled.

Admissions Specialist. Communicate with prospective students, supervise ELLI application process, prepare & send admission letters & other important information; manage student data for program registration & course enrollment; collaborate with International Admissions, Office of Global Affairs, Student Insurance Office, Office of Student Accounts, & Office of the University Registrar.

MAY 2008-AUGUST 2010

LECTURER, WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV

Taught English 101 and 102: Cross-Cultural Composition & Rhetoric in the Dept. of English; Taught Reading, Grammar, Writing, Vocabulary, Communication Skills, Business English, TOEFL, American Culture, Short Stories & Movies, & Civics at various levels of English proficiency in the Intensive English Program; Taught ESL 140: ESL Academic Reading & Writing in the Dept. of World Languages, Literatures and Linguistics (formerly the Dept. of Foreign Languages).

MAY 2006-AUGUST 2008

GRADUATE TEACHING ASSISTANT, WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV

Served as a GTA for the Dept. of English as an instructor & co-designer of two Cross-Cultural Composition & Rhetoric pilot courses. Also served as an instructor of Writing, Vocabulary, Reading, & Communication Skills at various English proficiency levels in the Intensive English Program in the Dept. of World Languages, Literatures and Linguistics (formerly the Dept. of Foreign Languages).

Served as advisor of special 6-week program with Pukyong National University, South Korea. Planned all activities, living/meal accommodations, & transportation for students. Also chaperoned trips to D.C., NYC & various places around WV. Summer 2007.

EDUCATION

EXPECTED AUGUST 2024

ED.D., HIGHER EDUCATION MANAGEMENT, UNIVERSITY OF PITTSBURGH, PITTSBURGH, PA

Foundations courses: Becoming a Scholarly Practitioner, Contexts of Practice, Leadership in Groups and Organizations, Policy as a Lever for Change; **Practitioner Inquiry courses:** The Science of Improvement, Naming and Framing Problems of Practice, Developing a Theory of Improvement, Planning for Improvement; **4 ARCO courses; Additional courses:** Review of Supporting Scholarship, Laboratory of Practice, Guidance in Scholarly Practice

5 Milestone Requirements: Problem of Practice Statement, Review of Supporting Scholarship, Doctoral Committee, Dissertation Overview, Dissertation in Practice Defense

MAY 2014

CERTIFICATE, UNIVERSITY TEACHING, WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV

15 hours in Pedagogy, Diversity, Seminar in 21st Century Teaching, Special Education, Teaching Experience & Practicum, Teaching Capstone

MAY 2008

M.A., TESOL, WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV

Studied Teaching English to Speakers of Other Languages – Language Teaching Methods, Theory, Linguistics, American Culture, Syntax, Phonology

MAY 2006

B.A., INTERNATIONAL STUDIES, WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV

Dual major: International Studies with an emphasis in the Americas, Spanish

Dual minor: History, Teaching English to Speakers of Other Languages

6 hours of upper division Spanish credit in Commercial Spanish & Modern Literature of Spain at La Universidad Internacional Menéndez Pelayo, Santander, Spain, July 2005.

SKILLS

- Teamwork/collaboration
- Interpersonal skills
- Adaptability
- Time management
- Problem solving
- Organization
- Leadership skills
- Attention to detail
- Computer skills
- Online
- English (native)
- Spanish (intermediate)

CERTIFICATIONS

- **Social-Behavioral-Educational Course**, Requirements set by University of Pittsburgh, Collaborative Institutional Training Initiative (CITI), Completion date 5/5/2021, Expiration date 5/4/2025, Record ID 42382014
- **Responsible Conduct of Research – Basic Course**, Requirements set by University of Pittsburgh, Collaborative Institutional Training Initiative (CITI), Completion date 5/5/2021, Expiration date 5/4/2025, Record ID 42386432
- **Microcredential in Designing Student-Centered Courses**, Association of College and University Educators (ACUE), Issued April 2021 – Preparing an Effective Syllabus, Aligning Activities and Assignments with Course Outcomes, Aligning Assessments with Course Outcomes, Developing Fair, Consistent, and Transparent Grading Practices, Developing and Using Rubrics and Checklists, Establishing Powerful Learning Outcomes

PRESENTATIONS

- **WVU Business Communication Center Presentation. February 11, 2020.** *Key Principles of Writing Instruction and Assessment in English as a Second Language (Revised)*. Invited speaker with Tracy Dingess, Teaching Instructor, WVU Intensive English Program.
- **WVU English Dept. GTA Orientation Workshop. August 8, 2019.** *Key Principles of Writing Instruction and Assessment in English as a Second Language*. Invited speaker with Tracy Dingess, Teaching Instructor, WVU Intensive English Program.
- **IELTS Presentation with Livia Cascao, ESL Teaching Instructor, WVU IEP, and Donna Cameron, Assistant Recognition Manager, IELTS USA, via web. Fall 2017. Morgantown, WV.** Presented information learned at IELTS Stakeholders' Workshop as well as our experience with the sample test to faculty members in the IEP & International Admissions at WVU. Donna Cameron presented more about scoring & identification of fraudulent scores on behalf of IELTS USA.
- **WVTESOL Conference. April 18, 2015. South Charleston, WV.** *Higher Education Roundtable*. Presented with Andrea Karnoupakis, Part-time Instructor at WVU Intensive English Program.
- **WVTESOL Conference. April 5, 2014. Morgantown, WV.** *Novel Wars*. Presented with Stacy Fint, Director of WVU Intensive English Program.

- **WVTESOL Conference. April 9, 2011. Parkersburg, WV.** *Coming H.O.M.E.! Making Connections among Students, Teachers, and the Community.* Presented with Katie Mehle, M.A. and Andrea Karnoupakis, M.A.
- **WVTESOL Conference. March 7, 2009. Charleston, WV.** *Creating Graphic Organizers for a Reading Class.* Presented with Dr. Xiangying Jiang & Dr. Teresa Neves.
- **WVTESOL Conference. April 21, 2007. Morgantown, WV.** *Making Conversations Flow: Corpus-Informed Language Strategies.* Presented with Gabriel Amorim & Melissa McIntosh.