

Maria Lisa Dunn

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Education

MASTER OF ARTS IN FOREIGN LANGUAGES | MAY 2003 | WEST VIRGINIA UNIVERSITY

- Major: TESOL/Spanish
- Related coursework: Communicative Teaching Methods, Nobel Prize Latin America Literature, Analysis of Don Quijote and other works of Miguel Cervantes, ESL Linguistics and ESL Theory

MASTER OF ARTS IN SECONDARY EDUCATION | MAY 2003 | WEST VIRGINIA UNIVERSITY

- Major: Spanish Foreign Language
- Related coursework: Classroom Organization and Management, Advanced Teaching Strategies, Culture Diversity in the Classroom, Educational Psychology, History of Education and more.

BACHELOR OF SCIENCE | AUGUST 1984 | VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

- Major: Accounting
- Related coursework: Auditing, Cost Accounting, Tax Accounting, Business Law

Experience

ASSISTANT TO THE COORDINATOR OF THE BASIC SPANISH LANGUAGE PROGRAM | WEST VIRGINIA UNIVERSITY | 2008 - CURRENT

- assist in administrative decisions regarding classroom management
- review and assist in the preparation of all Spanish examinations
- observe and evaluate when necessary teaching assistants in the classroom and their teaching effectiveness
- organize and coordinate extracurricular cultural activities in the Basic Spanish Language Program including but not limited to conversation tables, festivals, etc

SPANISH LECTURER | WEST VIRGINIA UNIVERSITY | 2003 – CURRENT

- Courses Taught: Spanish 101/102 Elementary Level Spanish | Spanish 203/204 Intermediate Level Spanish | Spanish 100 Intensive Elementary Level Spanish | Spanish 200 Intensive Intermediate Level Spanish | Spanish 301 Spanish Conversation | Spanish 302 Reading and Composition | Spanish 303 Advanced Grammar
- Prepare and execute all lesson plans
Prepare examinations/ evaluations for each level taught

SPANISH LECTURER | FAIRMONT STATE UNIVERSITY | 2016 – CURRENT

- Courses Taught: Spanish 1101/1102 Elementary Level Spanish | Spanish 2201 | Spanish 3301 Conversational Spanish
- Prepare and execute all lesson plans
Prepare examinations/evaluations for each level taught

SPANISH LECTURER | WAYNESBURG UNIVERSITY | 2014 – 2016

- Courses Taught: Spanish 101/102 Elementary Level Spanish | Spanish 201/202 Intermediate Level Spanish | Eng 307 Teaching Methods for ELL
- Prepare and execute all lesson plans
Prepare examinations for each level taught

COORDINATOR OF COUNCIL OF INTERNATIONAL PROGRAMS | WEST VIRGINIA UNIVERSITY | 2009 - 2014

- reviews and selects diverse, qualified international professionals to participate in the program through recruitment, direct correspondence, and communication
- emphasizes the need for diversity to agency placements within the Morgantown Community and/or West Virginia University
- manages the 4-month diverse educational & cultural experience.
- maintains excellent interpersonal skills working day to day with host families, agencies, and the international professional
- prepares the budget and maintains disbursements within its parameters as well as the monthly financial reporting

Skills & Abilities

MANAGEMENT & COMMUNICATION

- Coordinating a successful international program and possessing excellent interpersonal communication skills through contacts of annually 10 international mid-career professionals; 10 agency hosts, 30 host families, 30 community board members
- Proficient organizational skills through assisting in the administration of 30 plus Hispanic teaching assistants, assisting with various academic situations of 1,700 American students in Spanish classes and through developing and executing extracurricular activities in the Spanish Dept.
- Co Director of Study Abroad to Santander, Spain 2008 (25 students)
- Director of Study Abroad Program to Santander, Spain 2007 (35 students)
- Fluent in English (native) and Spanish

FINANCIAL

- CERTIFIED PUBLIC ACCOUNTANT WV 1991 – knowledge of General Accepted Accounting Procedures
- Fiduciary responsibilities including budget preparation, financial reporting, income and expenditures
- Fiduciary responsibilities of the 2007 Study Abroad Program