

ARLYN FREED

PHILADELPHIA, PA USA

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Education:

- MA, APPLIED LINGUISTICS/TESL (scholarship), Ohio University, June 2001
- TEFL CERTIFICATE, W.I.C.E., Paris, France / Rutgers University, May 1993
- M ED, EDUCATIONAL MEDIA (INSTRUCTIONAL TECH.) (scholarship), Temple University, Aug. 1988
- BFA, PHOTOGRAPHY, Moore College of Art, May 1984

Professional Presentations & Articles:

- INTERNATIONAL TESOL, March '04: *PCI - "Enhancing Online Communities with Voice & Webcams"*
- INTERNATIONAL TESOL, March '04:
 - *"Blended Learning for Task-Based Instructional Multimedia Interactivity"*
- TESL-EJ: *"eViews"* web site and materials review
- INTERNATIONAL TESOL, March '03: *"Communities of Practice"*
- INTERNATIONAL TESOL, ELECTRONIC VILLAGE, March '03: - *"Internet Integration: Process to product"*
- OHIO TESOL, April '01:
 - *"Using the Internet to Improve Listening and Speaking Skills in the ESL Classroom"*

Adult Education Experience:

DISTRICT 1199C TRAINING & UPGRADING FUND – Adult Educator, Move Up ESL Instructor
(July 2007- present).

- Instruct English Vocational Foundation Skills curriculum (English VFS), ESL literacy, and job readiness skills to TANF clients at EARN center.
- Substitute instructor for ABE and GED preparation classes.
- Create and implement lessons based on the PA Dept. of Ed.'s Foundation Skills Framework.
- Administer and score BEST Literacy® tests; compile and report test results to EARN center
- Offer career counseling and aid job search via Internet and print media.
- Collect, input and submit monthly reports of student data for the PA ABLE "E-data" program, the Mayor's Commission on Literacy (MCOL), and the Phila. Workforce Development Corp. (PWDC).
- Participate and contribute to professional development workshops in adult education.

DELAWARE COUNTY COMMUNITY COLLEGE – Adjunct Faculty, ESL Instructor

(Jan. 2003 - Dec. 2005).

- Courses: *Elem. Writing 024, Advanced Writing 044, Elem. Grammar 023, Int. Grammar I 033 and Int. Grammar II 043.*
- Created syllabi; and lessons based on pre-selected textbooks.
- Course content: American rhetorical patterns, vocab. expansion techniques, sentence structure, paragraph organization, essays, tenses and usage, modals, integration of skills through writing, web work & exercises.
- Trained ESL faculty peers at in-service in blended learning course construction, task-based activities, and course management systems (e.g., *Blackboard®*).

SAGINAW VALLEY STATE UNIVERSITY/ ENGLISH LANGUAGE PROGRAM (ELP) – Faculty

(Sept. 2001 - Aug. 2002).

- Courses: *Listening/Speaking 3 and 4, Grammar/Writing 3, and Reading/Vocabulary 4.*
- Offered semantic methods for retaining new vocabulary; improved prosaic sp. probs. & expanded recognition
- Designed and implemented blended learning activities for multimedia environments; incorp. *Blackboard®*.
- Taught rhetorical patterns necessary for communicating w/ US audiences (written and oral).
- Prepped students for full-time university classroom environments.

Faculty Coordinator:

- Created CALL/CAI environment for ELP; incorp'd CALL/CAI technology into ELP curriculum.
- Trained ELP faculty in *Blackboard®* and other multimedia technology processes.
- Reviewed new textbooks, presented findings, and made recommendations for course book changes.

UNIVERSITY OF PENNSYLVANIA/ ENGLISH LANGUAGE PROGRAMS (ELP) – ESL Teacher

(Summer I 2001; Aug. 2000).

- Courses: *Language of Teaching for Int'l Teaching Assistants (ITAs)*, *Adv. Academic Writing*, *Adv. Academic Speaking*, and *English and U.S. Culture* (Nova Academy – Japan)
- Trained ITAs for U.S. classrooms with curriculum in cross-cultural awareness and classrm. culture.
- Improved lecture methods; created multimedia presentations; taught classrm. communication skills.
- Instructed students in essay formats, info. organization, transition signals, and rhetorical patterns.
- Designed classrm. & media lab acts. to improve speech dynamics in debate format & audio journals.
- Employed CourseWeb®, video, audio and web multimedia processes
- Scored SPEAK® tests.

OHIO UNIVERSITY/OHIO PROGRAM OF INTENSIVE ENGLISH (OPIE) – Teaching Assistant

(Sept. 1999 - June 2001).

- Courses: *Listening/Speaking*, *Reading/Writing*, *Fluency*, and *Service Learning*
- Instructed university-bound adults in various courses; English for Academic Purposes.
- Created web sites and used Blackboard® course management system to supplement coursework.
- Multimedia (audio, video, web, computer lab) incorporated in classroom and self-study activities.
- Administered & scored TOEFL®, SPEAK®, and STEL® placement tests

Details of teaching experience since 1992 available upon request.

Editorial Experience:

TESL-EJ, ELECTRONIC JOURNAL – Media Reviews Editor, (Jan. 2004 – Mar. 2005).

- Located and researched multimedia for second language instruction.
- Interviewed and hired writers to write reviews.
- Edited articles for grammar, clarity and APA format; co-wrote articles.
- Liaised between writers, publishers, and webmaster.
- Proofed electronic version for accuracy; created graphics and layouts.

Technology and Multimedia Skills:

- Dual platform experience with Macintosh/Apple and IBM/Windows.
- MS Office (Word, Excel, and PowerPoint) and databases (FileMaker Pro and Access).
- Desktop publishing (Quark [with X-Data] and PageMaker) and graphics interface (Photoshop).
- Web design and programming (Dreamweaver and HTML).
- Digital audio recording and editing (SoundForge and Audacity).
- Digital video and photography; analog video and photography, and “online” video production.

Business Experience:

GOTHAM MUSIC DISTRIBUTORS – Graphic Designer / Desktop Publisher (Jan. 2005 - Oct. 2006)

- Created graphics and layouts for catalogues and promotional materials with Quark, Photoshop.
- Proofed printed and electronic publications for accuracy.
- Scanned product art and created/maintained digital image libraries.
- Managed archived digital storage of Alpha Video and Collectables Music art materials library.

BRAND X COMMUNICATIONS, INC. – Project Coordinator/ Mtg. Planner (Jan. 1988 – Aug. 1999).

- Produced multimedia AV presentations, video productions and interactive software for nat'l symposiums.
- Responsibilities included: project management, proposals, budgets, invoicing, vendor contraction, casting, location scouting, floor plans, graphic design, written & oral communications.

GLAXO SMITHKLINE CORPORATION – Asst. Project Coordinator; Video Graphics Designer; Production Manager & Computer Graphics Artist (April 1988 – May 1992).

- Created and proofed video and slide media, graphics and print materials for multimedia conferences.
- Coordinated, created and produced multimedia projects for international and national conferences.
- Add'l. responsibilities: client meetings.; proposals; budgets; schedules; team coordination; project coordination; funds management; arranged travel and lodging for attendees, staff and crew; created floor plans for multimedia installation..