

Ms. Arlyn Freed
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Web Site: *Arlyn Freed's ESL/EFL Resources at www.eslhome.com*

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 (scholarship), Temple University, August 1988
BFA, Photography, Moore College of Art, May 1984

Computer Experience

Dual platform experience with Macintosh/Apple and IBM/Windows formats; MS Office (Word, Excel, and PowerPoint), databases (FileMaker Pro, Access); desktop publishing (Quark [with X-Data], PageMaker, Photoshop); web design (Dreamweaver, HTML); digital audio (SoundForge) and professional online video production.

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" review
- International-TESOL, March '03: "Communities of Practice"
- Electronic Village-TESOL, March '03: "Internet Integration: Process to product"
- Ohio-TESOL, April '01: "Using the Internet to Improve Listening and Speaking Skills in the ESL Classroom"

Editorial Experience

TESL-EJ/ Teaching English as a Second or Foreign Language Electronic Journal - Media Reviews Editor, (January 2004 – March 2005). Responsibilities: Locate and research multimedia for L2 instruction, interview and hire writers to write reviews, edit articles for grammar, clarity and APA format, liaison between writers and publishers, and writers & webmaster, arrange for delivery of media, spec/create graphics as necessary.

Teaching Experience

Delaware County Community College - Adjunct Faculty, ESL Instructor (Jan. 2003 — Dec. 2005).

Courses: *Elementary Writing 024, Advanced Writing 044, Elementary Grammar 023, Intermediate Grammar I 033 and Intermediate Grammar II 043*. Course content: *Writing*: American rhetorical patterns, vocabulary expansion, sentence structure, paragraph organization, and comparative essays. *Grammar*: Basic tense usage, perfect tenses, modals, past participles, adjectives & adverbs; integration through writing, web work, & exercises. **Faculty In-service**: Presented examples of blended learning, task-based activities, and course management systems (e.g., **Blackboard®**) as a means of engaging students, achieving course objectives, and expanding the realm of options available to teachers.

Saginaw Valley State University/ English Language Program (ELP) - Faculty, ESL Specialist

(Sept. 2001 – August 2002). Courses (14-16 hrs./wk.): *Listening/Speaking 3 and 4, Grammar/Writing 3, and Reading/Vocabulary 4*. Skill objectives: Improved prosaic speech problems and auditory recognition of academic vocabulary; offered semantic methods for retaining new vocabulary, taught rhetorical patterns necessary for communicating w/ US audiences (written and oral), preparation for full-time university classroom; **Blackboard®** course management system and multimedia integrated via blended learning activities. **Faculty Coordinator**: created CALL/CAI environment for ELP; incorporated CALL/CAI technology into curriculum; expanded and updated departmental use of technology via faculty training sessions; reviewed new textbooks and made recommendations.

University of Pennsylvania/ English Language Programs (ELP) - ESL Teacher (Summer Session 2, 2001, Aug. 2000).

Courses (20 hrs./wk.): *Lg. of Teaching for Int'l Teaching Assistants, Adv. Academic Writing, and Adv. Academic Speaking*. Trained future ITAs for US classrooms via exercises to: heighten cross-cultural awareness; explain US classroom culture; improve lecture methods; create multimedia presentations; practice other communication skills (elicitation, etc.). Instructed ELP students in essay format (organization, transition signals, rhetorical patterns) and classroom speech dynamics (expressing opinion, etc.) via debate format and audio journals. **CourseWeb®** course management system integrated. *Special Programs*: Instructed Nova Academy (Japan) students for two-week intensive course in *English and US Culture* (concentration on oral communication skills). Conducted in-class and instructional outings in Philadelphia; students performed interactive tasks and practiced oral skills.

Ohio University/Ohio Program of Intensive English (OPIE) - Teaching Assistant (9/99 – 6/01).

English for Academic Purposes. Instructed university-bound adults in *Listening/Speaking, Reading/Writing, Fluency & Service Learning* courses (4 hrs./wk.). Administered & scored TOEFL, SPEAK, and placement tests, evaluated Ss and awarded grades. 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.

East Elementary School/High School ESL Program- Internship (3/01 – 6/01).

English for Specific Purposes. Instructed international high school students in *Academic Writing* skills for University Prep. Concentration on basic US essay format and rhetorical patterns in writing.

ELS Language Centers/ St. Joseph's University, Philadelphia, PA - ESL Teacher (9/97 - 1/98).

Instructed university bound adults, aged 17-55; Intensive Instruction (30 hrs./wk). Courses: *Conversation, Grammar, Reading/Writing, Idioms, & American Film.*

The English Language Center at Drexel University (ELC), Philadelphia, PA - ESL Teacher (6/97 - 9/97).

Designed/implemented bi-weekly *conversation elective* to improve oral competency, increase vocabulary & idiomatic use, and build confidence.

Touro College, School of General Studies, New York, NY - Adjunct Professor (9/96 - 4/97).

Course: *Basic Speech GCA110.* Public speaking for semi-literate ESL Ss. Concentration on pronunciation, vocabulary acquisition, idioms, writing & GED preparation. (Sunset Park & Midtown-Manhattan campuses).

Rennert Bilingual, New York, NY - ESL Teacher (9/95 - 8/96)

Designed and implemented curriculum for adults, aged 17-55; low intermediate to advanced levels. *Intensive* (20 hrs./wk.) & *Cultural Exchange/BU* (3 hrs./wk.).

Centro Internacional de Idiomas (c.i.d.i.), Madrid, Spain - EFL Evaluator (May 1996).

One of 3 American teachers CIDI imports yearly for 3-week period, to evaluate skills of EFL students throughout Spain. Spanish-speakers aged 5-19; beginner through university prep.).

Private Instruction, Paris, France - EFL Teacher (10/92 - 10/93).

Designed and instructed courses for individuals; all levels; aged 5 - 40.

Lycée Saint Thomas d'Aquin, Paris, France - EFL Teacher (10/92 - 6/93).

Designed and instructed bi-weekly *conversation* classes for French high school students.

Nationalities Service Center, Philadelphia, PA - ESL Teacher, volunteer (9/97 - 12/97 & 10/91 - 5/92).

Designed & instructed *Survival English* classes for US immigrants, aged 17-55.

Temple University/Educational Media, Graduate Assistant, (9/87 - 8/88).

Developed and conducted training/tutoring sessions for international graduate students in *multimedia.*

Moore College of Art/Young Peoples Art Workshop- Photography Instructor (9/82-5/84).

Designed & instructed *Beginning* and *Intermediate photography* classes, students aged 12-21, 3hrs./wk.

Business Experience

Gotham Music Distributors – West Conshohocken, PA - Graphic Designer / Desktop Publisher (Jan. 2005 - present).

Nina's Discount Oldies and Oldies.com are the retail outlets for Alpha Video and Collectables Music, owned by parent company Gotham Music Distributors. Responsibilities: Create monthly catalogues and promotional materials for Nina's Discount Oldies, using Quark with X-Data, Photoshop, and Illustrator. Scan art of all products and create/maintain image library for both Grayscale and CMYK print catalogs. Publish art for Oldies.com web site. Maintain storage of Alpha Video and Collectables Music art materials library on DVD and CD.

Brand X Communications, Inc., Newtown Square, PA - **Project Coordinator/ Mtg. Planner** (1/98 - 8/99).

Brand X Communications produces multimedia audiovisual presentations, video productions and interactive software for national symposiums. Responsibilities included: project management, proposals, budgets, invoicing, vendor contraction, casting, location scouting, floor plans, graphic design, written & oral communications. Used: Online video production, *PowerPoint, Excel, FileMakerPro,* etc.

GFM, Corporation, New York, New York - **Production Assistant/ Bookkeeper** (12/93 - 12/97).

Responsibilities included: Created/coordinated visual media, print materials, budgets, etc. for national multimedia conferences. Tracked/ recorded expenditures and justified accounts via *Quicken* software.

SmithKline Beecham Corporation, Philadelphia, PA - Full-time consultant (4/88 - 5/92).

Asst. Project Coordinator - Meeting Services Department; **Video Graphics Designer / Artist** -

TV News& TV Services Depts.; **Production Manager & Computer Graphics Artist** - Graphic Services Dept.: Coordinated, created and produced multimedia projects for int'l. & nat'l. conferences. Other responsibilities: client mtgs.; proposals; budgets; project coordination; funds mgmt.; travel & lodging for attendees, staff & crew; floor plans; and mgmt. of staff, vendors, & tech. crews.

Penn Mutual Life Insurance Co., Horsham, PA - Graphic Design (11/89 - 4/92), part-time consultant

Designed and created magazine publications, sales brochures, newsletters and mailings utilizing *PageMaker, Quark, MSWord, Freehand* and *Adobe PhotoShop* software.