

# Sarah Griffith

---

sarahgriffith@ymail.com | sarahesl.com |

---

## Education

<b>Master of Arts, Teaching English as a Second Language</b> Gonzaga University, Spokane, WA	Oct 2018
<b>TESOL Certificate, 100 hours</b> Gonzaga University, Spokane, WA	Jul 2016
<b>TEFL/TESOL Certificate, 170 hours</b> International TEFL Academy (Online)	May 2015
<b>Bachelor of Arts, Communications &amp; Bachelor of Arts, Psychology</b> Salisbury University, Salisbury, MD	Dec 2009

---

## Teaching Experience

**Founder, Owner & Program Director** Aug 2020- Present  
The English Sisterhood, Annapolis, MD

- Designed and launched an online program for learning English through conversation and online events to increase pronunciation, fluency, and conversation skills of women globally
- Create and implement marketing strategies utilizing social media and email
- Established procedures to monitor and evaluate the program and modify as needed
- Conducted student testimonials, edited videos, and published online for recruitment and marketing
- Actively participate in professional development and network with other programs
- Field external inquiries related to adult education, ESL, and learning online
- Cultivate a virtual community in Zoom and online through forums
- Analyze students' English level and provide on-going personalized feedback

**Associate Instructor** Mar 2020- Oct 2020  
Notre Dame of MD, Baltimore, MD

- Created content-based online curriculum for multi-level classes: Social Justice for ELLs, incorporating media from multiple sources and fostering language-rich discussions on special topics
- Developed syllabus and lessons based on departmental Students Learning Objectives
- Taught courses remotely utilizing Zoom and Canvas and combine live class discussions with asynchronous assignments
- Coached students in using technology at home, time management, organization, and communicating needs professionally
- Communicated regularly with instructors, program director, and students
- Instructed: Conversational English, Pronunciation, Social Justice for ELL (CEFR A2- C2)

**English as a Foreign Language Teacher and Educational Consultant** May 2019- Feb 2020  
One Sky Foundation, Sangkhlaburi, Thailand

- Developed a new curriculum for conversational English based on targets for international intelligibility (English as a Lingua Franca)
- Provided pedagogical support and student-centered lessons to Thai English teachers
- Excelled in low resource teaching environment including limited student desks, power outages, limited paper and printing options, unreliable internet
- Instructed: Conversational English (CEFR A1-B1)

**Adjunct Instructor** May 2018- Dec 2018  
Gonzaga University, Spokane, WA

- Designed course syllabus and taught lessons in a multi-level, multi-lingual classroom
- Completed formative and summative assessments and developed rubrics to target department learning objectives and ensure full compliance with CEA guidelines
- Regularly incorporated new technology and provided training to colleagues on tech
- Oriented students to academic communication norms including emails, register, and idioms
- Organized weekly excursions (on and off campus) to facilitate real-life conversation practice
- Prepared students for final poster presentations, scaffolding the topics and supporting each student
- Coordinated a team of teachers, overseeing assessment development, multi-class projects and led teacher meetings
- Conducted mid-quarter student evaluations; collected performance feedback from other teachers and provided students detailed, individualized feedback to guide students progress
- Attended department events including student orientation, graduation, and presentations
- Instructed: Level 1 and 2 Listening and Speaking, Level 1 Reading and Writing (CEFR A1-B2)

**Adjunct Instructor** May 2018- Dec 2018  
Spokane Falls Community College, Spokane, WA

- Reviewed and selected instructional materials; adapted lessons from provided textbooks
- Graded student work including projects, homework, and assessments
- Submitted grades and attendance promptly and informed the administration of students not meeting academic standards
- Developed a semester-long voice recording project to build pronunciation and fluency
- Instructed: Grammar Level 1 and 2 (CEFR A1-B1)

**Assistant Teacher** Sept 2017- Dec 2017  
Mukogawa Fort Wright Institute, Spokane, WA

- Assistant teacher for university ESL students from Japan as part of teaching practicum
- Designed and taught weekly lessons on reading skills (predicting, skimming, scanning)
- Meet with students for lunchtime “office hours” to facilitate casual conversations
- Traveled with the class on three field trips to local sights
- Instructed: Advanced reading and Intermediate conversation (CERF A2-B1)

**Program Coordinator & ESL Teacher**

Aug 2016- May 2018

Gonzaga English Community Outreach (GECO), Spokane, WA

*Service-Learning ESL Teacher Training Program*

- Oversaw, supervised, planned, and evaluated the college's ESL outreach program to simultaneously provide weekly ESL classes and teaching training for graduate and undergraduate education majors
- Reviewed and selected instructional topics to best meet objectives of English for success in the community, employment, and assisting children in school
- Managed and supervised, delegated tasks, mentored, and evaluated the work of instructors and staff
- Increased the total student enrollment by 900% in less than one year
- Increased average student attendance by 300% in less than one year
- Oversaw the recruitment, training, and coordination of 26 graduate and undergraduates acting as student teachers
- Networked with over 30 professional associations, university organizations, and community businesses to increase marketing and reach potential students
- Produced and posted translated flyers about the program in 6 languages which contributed to increased enrollment
- Oversaw the development of a Pre-K class to meet the needs of students with young children so they could attend more regularly
- Recruited, interviewed, and trained assistant coordinators and Pre-k teacher
- Collaborated with director of an on-site children's literacy program to increase community members awareness of the program
- Collaborated with a local filmmaker to create an informational video about the program including arranging the donation of services, photo/video releases of all participants, and securing locations and dates for filming of interviews
- Developed a website to share program structure and researched I conducted, [www.communitytesolprogram.com](http://www.communitytesolprogram.com)
- Overhauled the program structure from one multi-level classroom to 3 leveled classes with placement testing and co-teaching teams
- Created content for weekly email bulletin sent to university and community contacts
- Instructed: English for real-life context (CERF A1-C1)

**University Writing Center Coordinator and ELL Tutor Specialist**

Sept 2017- Dec 2017

Gonzaga University Writing Center, Spokane, WA

- Tutored undergraduate and graduate native and non-native students on academic writing
- Trained tutors through workshops and one-one-mentoring on how best to tutor ELL clients

**Graduate Teaching Assistant**

2016 &amp; 2018

Gonzaga University, Spokane, WA

*MSTL 401 Theory and Practice of Language Teaching* (Teacher training and TEFL certificate course)

- Managed "practicum" component of class including scheduling and arranging mentors
- Read and graded student reflective journals

---

## Professional Presentations

Colon, R., Diehl, M. Green, B. **Griffith, S.** (2020, Oct.) *Tech with a Purpose: Fostering Virtual Student-Centered Classes*. Invited speaker, Pre-Conference Session, presented at the WAESOL Annual Conference, Virtually

**Griffith, S.** (2020, Jul.) *TEFL in a Backpack: Teaching Abroad with a TEFL Certificate*. Invited speaker presented at Taste of TESOL at Gonzaga University, Spokane, WA, Virtually

**Griffith, S.** (2020, Jul.) *TEFL in a Laptop: Getting a Job Teaching Online*. Invited speaker presented at Taste of TESOL at Gonzaga University, Spokane, WA, Virtually

**Griffith, S.** (2019, Nov.) *Teaching Abroad: Considerations and Applications of Theory*. Invited speaker presented at the First Friday Forum at Gonzaga University, Spokane, WA, Virtually

Alanazi, L., **Griffith, S.**, Haroun, A., Rivero J., Karpava, I. (2018, Apr.). *Student Leadership in TESL: Combining Professional Development and Community Outreach*. Session chair, panel presentation at 6th Annual Gonzaga University Leadership Student Research Symposium, Spokane, WA.

**Griffith, S.** (2018, Apr.). *Gonzaga ESL Community Outreach: What's Working and What's the Future*. Research-oriented presentation presented at the Palouse Language and Culture Symposium, Moscow, ID.

**Griffith, S.** (2018, Apr.). *A Discussion on Presenting Research Outside the TESOL Field*. Dialogue session presented at the First Friday Forum at Gonzaga University, Spokane, WA.

**Griffith, S.** (2018, Mar.). *G.E.C.O.: Community Engagement and Program Expansion*. Informational session presented at the First Friday Forum at Gonzaga University, Spokane, WA.

**Griffith, S.** (2017, Dec.). *Top Techs to Increase Academic Language*. Invited speaker, teaching demonstration session presented the School of Education graduate course Discipline Specific Literacy, Spokane, WA.

**Griffith, S.** (2017, Dec.). *Gonzaga ESL Community Outreach: Fall 2017 Successes and Looking Ahead*. Informational session presented at the First Friday Forum at Gonzaga University, Spokane, WA.

**Griffith, S.** (2017, Oct.). *Tutoring ELL's in the Writing Center*. Training session presented at Gonzaga University's Writing Center, Spokane, WA.

**Griffith, S.** (2017, Oct.). *A Breakdown of Smartphone Apps to Use with Students*. Teaching demonstration presented at the WAESOL Annual Conference, Des Moines, WA.

**Griffith, S.** (2017, Oct.). *Communicating Authority: Teacher Authority and Students' Perspectives*. Poster session presented at the WAESOL Annual Conference, Des Moines, WA.

Collins, K., **Griffith, S.**, Kersh, M. (2017, Oct.). *How to be a Writing Center Tutor*. Training session presented at Gonzaga University's Writing Center, Spokane, WA.

**Griffith, S.** (2017, Sept.). *Teaching in Gonzaga ESL Community Outreach*. Training session presented at the First Friday Forum at Gonzaga University, Spokane, WA

Asiri A. & **Griffith, S.** (2017, Jul.). *Teaching with the Newest Technologies*. Teacher Workshop presented at the Taste of TESOL Annual Conference at Gonzaga University, Spokane, WA.

Alanazi, L. & **Griffith, S.** (2017, Apr.). *Communicating Authority: Teacher Authority and Students' Perspectives*. Poster session presented at the Palouse Language and Culture Symposium, Moscow, ID.

---

### Professional Development & Affiliations

<b>Member</b> TESOL International Association	Jan 2018- Present
<b>Member</b> WAESOL Association	Jan 2018- Present
<b>Advisory Committee Member</b> Spokane Regional ESL 2017 Conference	Nov 2017- Dec 2018

---

### Professional Experience (Aerospace & Defense Industry)

<b>Customer Account Representative/ Senior Contracts Associate</b> Rockwell Collins/ARINC, Annapolis, MD	May 2010- May 2016
---	--------------------

---

### Volunteer Teaching Experience

<b>Global English Programme Mentor</b> for Jesuit Worldwide Learning Virtual	Feb 2021- Present
<b>Volunteer ESL Teacher</b> for English Plus (After School English Program) Shaw Middle School, Spokane, WA	Aug 2016- Dec 2016
<b>Volunteer ESL Teacher</b> for Summer Institute (Summer Language Camp) Gonzaga University, Spokane, WA	Jul 2016
<b>ESL Volunteer Teacher</b> The Washington English Center, Washington, DC	Sept 2014-Dec 2015

---

### Technical Skills

Video Conferencing: Zoom, Skype, Google Hangouts

Learning Management Systems: Blackboard, Moodle, LearnBoost, Canvas, Joule

Web 2.0 Technologies: blogs, podcasts, YouTube, Flipgrid

Social Networks: Facebook, Twitter, Instagram, Pinterest, WhatsApp, Line, TikTok, Clubhouse

Basic Editing with iMovie and Adobe Premier Pro

Screencast software and Audacity