

Sarah Griffith



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Education

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

Teaching Experience

English as a Foreign Language Teacher One Sky Foundation, Sangkhlaburi, Thailand	May 2019- Present
<ul style="list-style-type: none">• Develop new curriculum for conversational English based on a target for international intelligibility• Design digital assessment English test with data analysis results supplied to teachers aiming to increase lesson tailoring to students needs• Build community relationships as an NGO ambassador• Provide pedagogical support to teachers including offering examples of student-centered units• Instructed: Conversational English (CEFR A1-B1)	
Adjunct Instructor Gonzaga University, Spokane, WA	May 2018- Dec 2019
<ul style="list-style-type: none">• Design and teach personalized lessons in a multi-level, multi-lingual classroom• Incorporate new technology within innovative, engaging lessons• Organize weekly excursions and field trips to facilitate real-life conversation practice• Designated as Level Coordinator to ensure collaboration between skill classes• Instructed: Level 1 and 2 Listening and Speaking, Level 1 Reading and Writing (CEFR A1-B1)	
Graduate Teaching Assistant Gonzaga University, Spokane, WA <i>MSTL 401 Theory and Practice of Language Teaching</i> for Dr. James Hunter	Jan 2018- May 2018
<ul style="list-style-type: none">• Teaching assistant for teacher training and TEFL certificate course• Managed “practicum” component of class including scheduling and arranging mentors• Read and graded student reflective journals	

Program Coordinator & ESL Teacher

Sept 2017- Present

Gonzaga English Community Outreach (GECO), Spokane, WA

- Service-Learning ESL Teacher training program
- Marketed to local adult refugees and immigrants, created a social media campaign and networked with over 30 local organizations
- Created a Pre-K class and recruited an instructor to meet the needs of students with young children
- Increased the student program from 5 students to 50 in less than one year
- Overhauled the program structure from one multi-level classroom to 3 leveled classes with placement testing and co-teaching teams
- Oversaw the coordination of 26 graduate and undergraduates acting as volunteer teachers
- Mentored teachers and provided feedback on materials development and lesson planning
- Trained and mentored two graduate students to ensure easy transition and program continuity
- Managed a budget and grant funding including creating expense requests
- Created content for weekly email bulletin sent to university and community contacts
- Instructed: Conversational English (CERF A1-C1)

Teacher Assistant (Practicum 100 hours)

Sept 2017- Dec 2017

Mukogawa Fort Wright Institute, Spokane, WA

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

Professional Tutor (Coordinator)

Sept 2017- Dec 2017

Gonzaga University Writing Center, Spokane, WA

- Coordinator of University Writing Center and ELL Tutor Specialist
- 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

English Language Center Tutor

Jul 2017- Aug 2017

Gonzaga University Tutoring Center, Spokane, WA

- Assisted intensive English program university students with coursework, projects, and presentations

Graduate Teaching Assistant

Aug 2016- Dec 2016

Gonzaga University, Spokane, WA

MSTL 401 Theory and Practice of Language Teaching for Bridget Green

- Teaching assistant for course on earning a TEFL certificate
- Managed “practicum” component of class including scheduling and arranging mentor

ESL Teacher

Aug 2016- Sept 2017

Gonzaga English Community Outreach (GECO), Spokane, WA

- Designed weekly lessons tailored to students needs

Volunteer Experience

Volunteer Teacher for English Plus (After School English Program) Aug 2016- Dec 2016
Shaw Middle School, Spokane, WA

- Taught literacy skills and academic language middle school English as second language students (aged 11-14) many with limited or interrupted formal education.

Volunteer ESL Teacher for Summer Institute Jul 2016
Gonzaga University, Spokane, WA

- Taught STEM content-based English for elementary students in fourth grade (aged 9-10)

ESL Volunteer Teacher Sept 2014-Dec 2015
The Washington English Center, Washington, DC

- Co-taught beginner and intermediate integrated skills class once weekly to adults
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Professional Experience

Associate Customer Account Representative Feb 2013- May 2016

Senior Contracts Associate May 2010- Feb 2013
Rockwell Collins/ARINC, Annapolis, MD

Professional Presentations

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*. Teaching demonstration session presented as an invited speaker in 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.

Alanazi, L. & **Griffith, S.** (2017, Apr.). *The Relationship Between Teacher Authority and Classroom Culture*. Poster session presented at the First Friday Forum at Gonzaga University, Spokane, WA.

Professional Development & Affiliations

Member Jan 2018- Present
TESOL International Association

Advisory Committee Member Nov 2017- Dec 2018
Spokane Regional ESL 2017 Conference

Member 2016-Present
Washington State Affiliate of Teachers of English to Speakers of Other Languages (WAESOL)

Technical Skills

Google Applications

Basic Editing with iMovie and Adobe Premier Pro

Learning Management Systems: Blackboard, Moodle, LearnBoost

Web 2.0 Technologies: blogs, wikis, podcasts, YouTube

Social Networks: Facebook, Twitter, Instagram, Pinterest

Screencast software and Audacity

Microsoft Office Suite

Proficient with PCs and Mac

Adobe Acrobat and Photoshop

Proficient in WordPress

References available upon request