

Kimberlie Payne

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Skype: kimberliep

Birth Date: 01/05/1976

Citizenship: U.S.A

I am a resourceful, dependable TEFL-certified native English speaker with professional teaching and business experience seeking international and online teaching opportunities, principally with adults of any age.

Education

TEFL/TESOL Certificate: International TEFL Academy – Nicaragua; October 2016

- Level 5; 190-hours

B.A. – Communication Studies: University of Maryland University College; May 2005

- Journalism minor
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Relevant Experience

English Teacher: International TEFL Academy-Nicaragua; León, Nicaragua; 2017

- Developed curriculum, including lectures, reading materials, and tests for a three-month English business communications program for local hospitality industry.
- Created and conducted one-on-one and group classroom lessons encompassing a range of skill building activities in the four areas of language learning: Speaking, Writing, Reading and Listening.

Student Affairs/Teacher: International TEFL Academy-Nicaragua; León, Nicaragua; 2017

- Acted as liaison for TEFL teacher students; managed a wide variety of administrative functions from initial contact through graduation ceremonies.
- Trained and operated as a Classroom Observer assisting and guiding TEFL teacher students with classroom performance and lesson planning.
- Planned and taught mixed-age Beginner, Intermediate and Advanced ESL classes using the communicative approach.

Communications Director: Olgoonik Development; Anchorage, AK; 2007-2016

- Developed, implemented and managed internal and external corporate marketing and communications strategies for an Alaska Native-owned corporation.
 - Wrote and edited monthly, quarterly and annual publications.
 - Designed, populated and maintained the organization's multiple websites.
 - Planned and executed effective public relations events and cross-cultural communication strategies.
 - Provided expertise, support and advice to all levels of the company.
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Other Skills

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| ▪ Website designer and content creator | ▪ cultural environments | ▪ management systems |
| ▪ Writer, editor | ▪ Spanish, functional | ▪ Productive working alone and with a team |
| ▪ Public relations, speaking and presentations | ▪ Proficient with Microsoft Office, Adobe Creative Suite and multiple content | ▪ Registered yoga teacher |
| ▪ Comfortable and effective in multi- | | |