

HELEN SATCHWELL

EXPERIENCED TEACHER

CONTACT

 +1 720 490 8811
 helensatchwell@gmail.com
 Boulder, Colorado 80301
 helensatchwell

PROFILE

Tutor and former classroom teacher with expertise in curriculum development and personalized lesson plans. Creative, fun, and in search of remote tutoring opportunities in which I can provide structured lessons for students, progress and complete learning objectives, and/or play educational games.

EDUCATION

**MASTER OF SPANISH
LINGUISTICS**
University of Colorado Boulder
Graduated May 2017

**BACHELOR OF ARTS
LINGUISTICS**
University of Colorado Boulder
Graduated December 2014

**BACHELOR OF ARTS
ENGLISH PEDAGOGY**
Universidad Nacional de Andrés Bello
Graduated January 2009

RELEVANT WORK EXPERIENCE

TUTOR

Private | Colorado | 2010 - present

Offer in-person and online lessons to students of all ages

- Develop curriculum and create content that caters to students' learning styles and interests
- Use linguistic expertise to help students practice and master native-like production of the English or Spanish language

SPANISH LECTURER

University of Colorado Denver | 2017 - 2018

Taught Beginning Level Spanish II online to undergraduate students

- Recorded video lessons for students building their competency in speaking, reading, listening, and writing in Spanish
- Monitored student progress of assigned activities and other coursework, identifying trouble spots and offering additional resources
- Created assessments based on content and course objectives that measured student comprehension and production skills
- Wrote instructions and rubrics for all assignments

TEACHING ASSISTANT FOR THE SPANISH & PORTUGUESE DEPARTMENT

University of Colorado Boulder | 2015 - 2017

Taught Beginning Spanish Level I & II to undergraduate students

- Presented fun, creative, and challenging lessons to students, giving them opportunities to explore their 'Spanish' personality
- Transcribed, assessed, and scored student progress in oral, written, listening, reading, and group assignments
- Created a resource-sharing group in which TAs collaborated and exchanged course material, lesson plans, and assessments

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SKILLS

PROFESSIONAL

Strong Communicator
Extensive knowledge of linguistics
Classroom management
Strong Interpersonal Skills
Lesson planning
Online tutoring experience
Organized & Flexible

TECHNICAL

Office365
Mac iOS / Windows
Adobe Suite
Learning Management Systems
Google Suite & Google Classroom
Zoom / Skype / Facetime
Proficient in AP & MLA

INTERESTS

Climbing
Cooking
Writing
Technology
Music
Health & Fitness

WORK EXPERIENCE CONTINUED

LIBRARY ASSISTANT

Anythink Library – Huron Branch | Colorado | 2011 - 2013

Processed, distributed, organized, and shelved books and media

- Created standardized procedure documents for new and substitute employees about shift duties and responsibilities
- Assisted in organizing library programming and storytime activities
- Facilitated monthly Library Assistant meetings

TUTOR

Front Range Community College | Colorado | 2010 - 2012

Tutored students attending the Fort Collins and Westminster Locations

- Created study plans and helped students improve their skills in English, Spanish, writing, and computer software
- Communicated regularly with teachers and the tutoring department about student progress, attendance, and study plan

COPY WRITER/EDITOR

Front Range Community College | Colorado | 2011 - 2012

Wrote, edited, and fact-checked campus newspaper article submissions

- Followed-up on story leads, assigned articles to staff, and helped finalize layout and editorial decisions for campus bi-weekly publication
- Researched, fact-checked, and provided detailed feedback on submissions
- Facilitated weekly brainstorming, editing, and article-writing workshops

SITE DIRECTOR AT IRISH ELEMENTARY SCHOOL

B.A.S.E. Camp | Colorado | 2009 - 2010

Directed and organized a before-/after-school enrichment program for K-5 students attending Irish Elementary School in Fort Collins, Colorado

- Coordinated and developed bilingual enrichment curriculum and content

ENGLISH TEACHER

The International Preparatory School | Chile | 2007

Taught 3rd grade and high school English language and literature

- Planned and instructed core curriculum lessons for 3rd grade students
- Developed high school literature and English grammar courses challenging students to read, write, and analyze poetry, prose, and music