

ANA PAULA MILLER

EDUCATION

UNIVERSITY OF MEMPHIS Memphis, TN Spring 2012

- *Master in Foreign Languages & Literature*

UNION UNIVERSITY Jackson, TN Summer 2009

- *Bachelor of Arts in Foreign Languages Spanish & French with minor in Education*
- *Transitional License (Spanish K-12) 2014 – Present*
- *Honors: Magna cum laude; President List 2006; National Dean's List 2006*
- *PRAXIS: Spanish & PLT*
- *Activities: PR of International Student Association (ISA)*
- *Study Abroad Programs: Université du Quebec a Chicoutimi, Quebec/ Canada (Summer 2006); University Veritas, Costa Rica (Fall 2007)*

TRAINING & CERTIFICATION

CLEMSON ONLINE CERTIFICATION COURSE (CONCERT) February 2016

- **ONLINE TEACHING & LEARNING** - Concert is an introduction to the Blackboard course management system and an overview of course design and pedagogical considerations for online teaching and learning.

AMERICAN COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES (ACTFL) May 2016

- **Oral Proficiency Interview (OPI) Workshop**- The OPI measures a speaker's oral proficiency. It assesses language performance in terms of the ability to use the language effectively in real-life situations.

PROFESSIONAL EXPERIENCE

CLEMSON UNIVERSITY Clemson, SC Fall 2015- Present
Spanish Lecturer

- Responsible for teaching Spanish lessons for beginner and intermediate level undergraduate students. (SPAN 1020,2010,2020).
- Responsible for teaching Portuguese lessons for beginner level undergraduate students (PORT 1010-1020) during Fall 2019 and Spring 2020.
- Responsible for managing online assignments and course related WebPages.
- Responsible for advising Language and International Health students (L&IH 400)

Scheduling and Registration Coordinator

- Collection, creation, modification and installation of all Fall, Spring and Summer schedules in Banner.
- Register students year round for language classes. I also meet with students who have registration issues and give basic advising instructions.
- Reserve seats for incoming and transfer students for Spring and Summer orientation.

UNIVERSITY OF MEMPHIS Memphis, TN Fall 2009 - Spring 2015
Spanish Instructor

- Responsible for developing and teaching lessons for beginner and intermediate level undergraduate students. (SPAN 1010, 1020, 2010 and 2020)
- Responsible for managing online assignments and course related WebPages.

POWER CENTER ACADEMY Memphis, TN Fall 2014 – 2014
Spanish Teacher

- Design weekly lesson plans and assessment in accordance with policy
- Assess data for student achievements and interventions
- Provide after school tutoring sections and Organizing a Spanish Club.
- Perform all other assigned school duties

CORDOVA MIDDLE SCHOOL Cordova, TN Fall 2013-2014
Spanish Teacher

- Designed weekly lesson plans and assessment in accordance with policy
- Assessed data for student achievements and interventions
- Performed all other assigned school duties

RHODES COLLEGE Memphis, TN Spring 2013
Spanish Instructor

- Taught three intermediate level Spanish courses (SPAN 201) to undergraduate students in the Spring Semester of 2013.

INTERPRETER / TRANSLATOR 2006 - Present

- Worked as an interpreter for nurses and physician on international trips.
- Translate legal documents for educational and immigration purposes.

UNIVERSITY OF MEMPHIS, Memphis, TN Fall 2009 – 2011
Graduate Assistant

- Taught beginners level Spanish courses (SPAN 1010 and 1020) to undergraduate students.
- Helped professors leading class discussions as well as correcting exercises related to the material covered in class
- Helped to recruit students to the masters program in yearly held language fair.
- Perform other duties as assigned.

UNION UNIVERSITY Jackson, TN Fall 2007- 2008
Student worker

- Worked as a Spanish tutor at the language lab. I was responsible for providing students with the material and equipment to complete their language lab assignments.
- Wellness Center Employee

OTHER EXPERIENCES

ECCO INTERNATIONAL BUSINESS LTDA São Paulo, Brazil 2003 – 2004
Trader (Liaison agent)

ARO TRANSPORT INTERNACIONAL LTDA São Paulo, Brazil 2002 – 2003
Administrative Assistant

Office Assistant

SKILLS

Computer Skills

- Microsoft Office * Windows 7 * Internet & E-mail * Skype * Adobe*
- Proficient in Microsoft Word, PowerPoint and Excel

Language Skills

- **Portuguese:** Native speaker
- **English:** Fluent speaker, TOEFL Certificate
- **Spanish:** Fluent speaker, Undergraduate & Master in Spanish
- **French:** Limited working proficiency, Undergraduate degree major in French

REFERENCES

Upon request.