

Hannah C. Wilkinson

Denver, CO | hwilkin2@gmail.com

SUMMARY

- Certified Special Education and English as a Second Language Instructor
- 8+ years teaching experience (children and adults), including teacher training, capacity building, and curriculum development
- Management of both programs and staff
- Extensive experience researching and working with marginalized communities including people with disabilities and refugees

WORK EXPERIENCE

English Language Center Program Manager

July 2017 - Present

University of Denver, Denver, CO

- I manage the front office of the English Language Center, including fielding international student inquiries via walk-in, phone, and email
- I process new student applications and administer admissions decisions
- I build courses and class schedules for all English language classes, utilizing several database systems
- I act as Designated School Officer (DSO) and create immigration documents, including I-20s, using the SEVIS and ISSM database systems
- I supervise one direct report as well as interview, hire, train, and supervise all student worker positions

English Language Program Manager

October 2015 – March 2017

Resettlement Support Center Africa, Nairobi, Kenya

- Managed English language program in refugee camps across Sub-Saharan Africa that provided English language training to adult refugees accepted to the United States Refugee Admissions Program (USRAP)
- Managed, trained, and observed refugee teachers, both remotely and via site visits
- Created English language curriculum, including objectives, lessons, activities, assessments, differentiation strategies, and accompanying materials
- Compiled pre- and post-data results along with additional monitoring and evaluation measures to prepare monthly and quarterly reports
- Collaborated with Cultural Orientation (CO) department to align English acquisition with CO objectives.
- Explored funding options outside of US government to diversify English Language Program funding streams
- Managed payment invoices for contracted workers within the English language program and collaborated with finance to ensure timely payment each month

English Language Instructor/Employment Specialist

July 2014 – September 2015

RefugeeOne, Chicago, IL

- Assessed client English abilities in reading, writing, listening, and speaking, placed clients in appropriate leveled classes, prepared and implemented lessons that included pre-literate clients, managed and respected a diverse classroom environment, prepared clients to navigate the city independently
- Conducted employment intakes to collect client background information, created client resumes, counseled clients on the application and interview process, conducted mock interviews, lead trips to job fairs and employment tours, placed all clients in survival jobs within 3 months of arrival, developed relationships with local businesses for collaboration
- Managed interns working to assist the English and employment departments by creating, guiding, and supporting projects that enhanced the organization

English as a Foreign Language Teacher

January 2012 - December 2013

Kaplan International, Chicago, IL

- Prepared and taught the elementary (beginner) class as well as one elective class while creating assessments to gauge student progress
- Proctored official Level Tests and engaged in one-on-one tutoring in preparation of these exams

Teacher

December 2010 - December 2011

Ogongo Combined School, Ogongo, Namibia

- Worked at a combined school in a rural village in northern Namibia
- Taught computer literacy to grades 1-12 as well as leading formal teacher IT trainings, taught hands on math to grade 7, facilitated a school wide literacy program, collaborated with teachers to create a positive behavior support (PBS) system for addressing poor student conduct
- Organized and ran the school library with library helpers after school hours to encourage silent study, peer tutoring, and access to books and media
- Created and sustained a school newspaper club that investigated, drafted, and typed articles that were distributed to the school's students, staff, and surrounding villages

Learning Specialist

July 2009 – July 2010

Rauner College Prep, Chicago, IL

- Worked with 9 -12 graders in an inclusive environment utilizing collaborative co-teaching techniques
- Modified the general education curriculum, supported individual student needs, organized and led Individualized Education Plan (IEP) meetings, and facilitated transition into adulthood
- Acted as advisor to a group of 20 female students

OTHER EXPERIENCE

Graduate Student, Study Abroad Program

November 2012 - December 2012

Kerala, India

- Collaborated with Indian graduate students for a research project on the effects of English as a global language on developing countries
- Visited local Indian co-operatives, non-profits, and panchayats (local government centers), to experience how the public and third sectors work in India

EDUCATION

DePaul University, Chicago, IL

September 2012 - June 2014

Master of Science, International Public Service,

- Emphasis on Non-profit Management and International Education
- Research focus: The connection between economic growth and the use of Community-Based Rehabilitation programs for people with disabilities in developing countries
- Relevant Courses: Sustainable International Development, Resource Development, Cross-Sector Analysis, International Relations and Conflict Management, Volunteerism, Research Methods
- GPA: 3.87

University of Illinois, Urbana-Champaign, IL

August 2005 - May 2009

Bachelor of Science, Special Education

- Learning Behavior Specialist 1
- Qualified to teach ages 5-21 in all 13 disability categories
- GPA: 3.92

CERTIFICATIONS

- Learning Behavior Specialist 1, highly qualified in Language Arts, TEFOL Certified (Teaching English as a Foreign or Other Language), Collaborative Institutional Training Initiative (CITI) certified, United States Institute of Peace: Conflict Analysis and Negotiation and Conflict Management Certifications, Designated School Officer (DSO) certified

WEBSITE

<http://www.eslforequality.com/>

References available upon request