

Dana Nachawati

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English as a Second Language Instructor

Personal Statement

As a bilingual speaker, I am a compassionate ESL educator dedicated to exemplifying Mountain View College's philosophy and goals in preparing all students for college-level courses, personal success, and career development. I utilize objective, communicative, and functional teaching tools, methods, and materials to enable a very diverse group of students to realize their academic and career goals.

Objective

To secure a permanent faculty position that will allow me to utilize my experience and to fulfill my career goals in education, help students succeed, and serve my community.

Education

August 2008-May 2010 · University of Texas at Arlington

Masters of Art in TESOL

The University of Texas at Arlington sets the standard for educational excellence in the thriving Dallas-Fort Worth area. With an enrollment approaching 33,500, it's the second largest institution in the UT System and the fifth most diverse University in the nation. (www.uta.edu)

Classes taken include: Pedagogical Phonology, Second Language Acquisition, ESL Course Design, Psycholinguistics, Phonetics and Phonology, Linguistic Analysis, Sociolinguistics of Society, TESOL Methods and Materials, TESOL Reading and Composition, Intercultural Communication and Internet in Education.

August 2002-May 2004 · University of North Carolina at Chapel Hill

Bachelors of Science in Clinical Laboratory Sciences

The University of North Carolina at Chapel Hill, the nation's first public university, serves N.C., the U.S. and the world through teaching, research and public service. (www.unc.edu)

Classes taken include: Biochemistry, Laboratory Mathematics, Clinical Laboratory Education, Lab Management, Immunology class and lab, Hematology I and II wit labs, Microbiology I and II with labs, Immunohematology, Urinalysis, Quality Assurance and Clinical Chemistry with lab

Academic Experience:

January 2016-present · Temporary Full-time Faculty of ESOL

October 2010-January 2016 · Adjunct ESOL Instructor

Mountain View College

Dallas County Community College District

- Teaches various levels of the following courses:
 - Online Grammar Levels 3-4
 - Grammar Levels 1-4
 - Writing Levels 1, 3 and 4
 - Listening and Speaking Levels 3-4
- Prepares course objectives and outlines along with syllabi in accordance with departmental guidelines.
- Participates in the Dallas County Community Colleges (DCCCD) Faculty Evaluation System by completing an Individual Action Plan (IAP).
- Exceeds expectations in the Individual Action Plan (IAP).
- Participates in Instructional Visitations every semester to evaluate teaching method and continue to improve student learning.
- Incorporates technology with online learning management programs to further reinforce classroom instruction, including Ecampus.
- Designs complete online courses in Ecampus to offer students a diverse array of learning options.
- Conducts technology training and course orientation for students to familiarize themselves with any course required learning management system such as Ecampus, My English Lab, and My English Language Teaching (My ELT).
- Creates a step-by-step user guide for ESOL students to easily navigate Ecampus, My English Lab, and My ELT web-based programs.
- Implements a whole language approach in a communicative manner for each lesson.
- Incorporates various learning styles and teaching techniques to appeal to all types of learners, such as preparing Point Presentations to present each lesson and creates games and other learning techniques that engage students to learning actively in an enjoyable environment.
- Designs assignments and pronunciation exercises specifically targeted to student learning needs.
- Designs supplemental material to reinforce course material.
- Creates and administers tests to measure student comprehension.
- Pilots new textbooks and online learning programs to evaluate potential course adoption.
- Maintains course grades, material, and course work via Ecampus to facilitate learning and increase student accessibility to course material outside the classroom.
- Maintains a record of course grades and attendance both electronically and as a hard copy of all previously completed semesters and courses.
- Maintains student confidentiality in all matters and demonstrates responsibility with all personal student information.
- Maintains a current inventory of textbooks to facilitate departmental book orders in a timely manner.
- Collects survey data concerning student motivation in the online classroom to present at conference.

- Completes professional development requirements by annually attending seminars available at Mountain View Colleges and conferences such as the Technology Summer Institute, TexTESOL V (Texas Teachers of English to Speakers of Other Languages) Conference, and the National Geographic Learning Symposium for ESOL.
- Collaborates and works as a team with instructors, division coordinator, and administrators to evaluate textbooks, online learning programs, teaching materials, and exit exam schedules for all ESOL courses.
- Creates standards and objectives for each course at each level for all department adjunct instructors to assure all objectives are achieved in every course each semester.
- Gives oversight and recommendations during course revisions.
- Communicates effectively with students of diverse backgrounds by promoting cultural awareness and serving as English translator whenever needed.
- Assists students with career objectives and study skills whenever needed.
- Works closely with textbook publishers to make adjustments to online programs and textbooks.
- Communicates with advisors, faculty, and administrators to best accommodate student enrollment and course requests.
- Works closely with advisors to stay updated on student enrollment and course needs.
- Facilitates student consultations and communication with other faculty and administrators via daily office hours, email, phone, and text messaging.
- Completes all departmental assignments by set deadlines, such as but not limited to creating course standards for all courses, textbook inventory, Academic Advising Video Project, and course exit exam scheduling.
- Complies with all DCCCD policies, state and federal policies, and the student code of conduct as appropriate.
- In accordance to the college mission statement, participates in planning as a team with instructors, division coordinator, and administrators to meet department goals, objectives, and budgets for all aspects of ESOL education.
- Attends all division, department, and committee meetings. (Memberships are listed under the section titled: Memberships, Social Services, and Certifications.)
- Attends and volunteers Mountain View College's campus commencement and serves as Presenter of Graduates in May 2017 commencement ceremony.
- Participates in the Participatory Budgeting Initiative to win up to \$5000 for the ESOL department
- Uses the money won through the Participatory Budgeting Initiative to organize and complete all necessary paperwork to enable ESOL students to take a field trip to Austin, TX.
- Contacts and compares several vendors to ensure the best experience and price is maintained for the Austin, TX field trip.
- Participates in the CORE Assessment Project and evaluates submitted samples.
- Conducts technology training upon request for other faculty in any course required learning management system such as Ecampus, My English Lab, and My English Language Teaching (My ELT).
- Promotes new division initiatives by creating flyers and communicating with advisors about upcoming departmental innovations.
- Participates in the ESOL Academic Advising Video Project to promote and market ESOL courses.

June 2015-January 2016 · University of Texas at Arlington

Instruction Technology Specialist II

- Supported and trained faculty, staff, and students on the Blackboard Learning Management System and other online learning tools.
- Provided technical troubleshooting support to faculty, staff, and students using the Blackboard Learning Management System and other online learning tools.
- Logged in and resolved support tickets of faculty, staff, and students using Blackboard.
- Maintained a record data of all support ticket, both resolved and currently open issues.
- Communicated and resolved problems with Blackboard encountered by instructors and students through responsive and proactive contact via phone, email and in person.
- Communicated with third party vendors (Academic Partnership, Inc.) to create different roles for instructors in Blackboard.
- Attended departmental meetings and phone meetings with Blackboard technical staff to discuss and resolve any upcoming issues.
- Created specific Blackboard request forms to help faculty and increase support efficiency.
- Ensured all course delivery systems and courses are properly functioning in Blackboard and performed compatibility testing of multiple operating systems, browsers, and plug-ins.

January 2010-May 2010 · Ameen People Montessori School, Arlington, TX

ESOL Instructor Internship

Since 1995, Ameen People Montessori has been providing students with a safe and wholesome environment for children to explore the world around them.

- Taught ESL language and social skills to recent immigrant elementary students on a volunteer basis.
- Incorporated a whole language approach in a communicative manner for all lessons.
- Designed the course curriculum by preparing objectives and outlines for the course of study.
- Prepared, administered, and corrected worksheets and tests to measure student comprehension.
- Worked as a team with teachers and parents to best meet the educational need of students.
- Communicated with teachers and parents whenever needed via email, meetings, and phone calls.
- Conducted and evaluated a language assessment for each student to best coordinate language needs.
- Compiled a report of each student to communicate student progress throughout the semester.
- Followed all school policies concerning student conduct and education.
- Maintained student confidentiality in all matters and demonstrated responsibility with all personal student information.

August 2010-present · Willie E. Brown Elementary

Mansfield Independent School District

Language Proficiency Assessment Committee Volunteer Member

- Evaluates and reviews the progress of English language learners and special education students.
- Creates a plan of action for teachers to facilitate language learning.
- Attends meetings regularly with the teachers to report on student progress and give recommendations on advancing language proficiency.

August 2001-May 2002 · Mountain View College

Dallas County Community College District

Instructional Assistant

- Responsible for setting up lab exercises.
- Assisted professors and students during lab exercises.
- Made agar whenever needed for lab exercises.
- Cleaned and disinfected laboratory equipment.
- Assisted with the laboratory's compliance with OSHA (Occupational Safety and Health Administration) requirements by listing hazardous chemicals used in the laboratory.
- Dissected specimens for student observation.
- Maintained inventory of laboratory supplies.
- Maintained student confidentiality in all matters and demonstrated responsibility with all personal student information.

Medical Experience:

May 2004-June 2006 · Duke University Hospital Durham, NC

Molecular Technologist II

- Performed advanced technical work involved in preparing human biological material for specialized microscopic, serologic, molecular and flow cytometric analysis.
- Performed rotational 24 hour on-call responsibilities.
- Operated advanced and computerized microscopic, molecular, and cytometric equipment to analyze prepared specimen and to calibrate instrumentation.
- Maintained files of all of the following as appropriate: slides, frozen specimens, cell preparations, micrographs, blood typing and antibody screening trays, DNA preparations, and electrophoresis gel photos.
- Maintained data of all patient records and tests.
- Maintained patient confidentiality in accordance with laboratory procedures and HIPAA (Health Insurance Portability and Accountability Act) laws.
- Communicated laboratory test results to all involved parties.
- Compared and evaluated different vendors for potential laboratory services, equipment, and supplies.
- Evaluated new patient record keeping system to be implemented in the laboratory.
- Followed all laboratory protocol to ensure patient and staff safety.
- Worked professionally and in a detail-orientated manner to avoid fatal mistakes in a high risk work environment.
- Evaluated and revised laboratory procedures and booklets to meet new best practice initiatives.
- Attended all laboratory meetings.
- Attended annual ASHI (American Society of Histocompatibility and Immunogenetics) conference
- Completed professional development requirements needed to maintain national licensure.

May 2002-May 2004 · Duke University Hospital

Durham, NC

Client Services Representative

- Answered phone calls and emails in regards to assisting hospital staff with all specimen testing protocols and procedure, relating patient test results, and any other laboratory information requested.
- Logged in and resolved all phone calls and emails of hospital staff.
- Logged in patient samples as they entered the laboratory for testing.
- Prepared patient samples for testing using advanced medical laboratory equipment.
- Tracked patient samples through various stages of testing.
- Followed all laboratory protocol to ensure patient and staff safety.
- Maintained patient confidentiality in accordance with laboratory procedures and HIPAA (Health Insurance Portability and Accountability Act) laws.
- Worked professionally and in a detail-orientated manner to avoid fatal mistakes in a high risk work environment.
- Attended all laboratory meetings.

Memberships, Social Services, and Certifications:

- Mountain View College Faculty Association member
- Mountain View College Graduation Committee member
- Mountain View College Graduation Festival Subcommittee member
- Mountain View College Quality Enhancement Plan (QEP) Committee member
- Mountain View College Distance Learning Committee member
- Mountain View College Tutoring Task Force Committee member
- Mountain View College 2016 Commencement Volunteer
- Mountain View College 2016-2017 New Student Convocation Volunteer
- Coordinator of ESL program for local refugees with textbook and instructor advising.
- Interpreter for local refugees in a wide array of services to facilitate their assimilation in the United States
- Girl Scouts of America member and volunteer.
- TexTESOL V (Texas Teachers of English to Speakers of Other Languages) member
- TESOL (Teachers of English to Speakers of Other Languages) International member
- Certified Histocompatibility Technologist by the American Society for Histocompatibility and Immunogenetics (ASHI).
- Certified Medical Laboratory Scientist by the American Society for Clinic Pathology (ASCP).

Presentations:

- *The Future is Now: Online ESOL Credit Courses* presented at the TexTESOL Annual Conference in November 2016
- *New to America: A Literacy Study of ESOL Elementary Students* at the University of Texas at Arlington in April 2010
- *Gender and Social Identity: Connections and Implications in SLA (Second Language Acquisition)* at the University of Texas at Arlington in May 2010

Qualifications:

- Seven years of loyal service to Mountain View College.
- Familiarity with the ESOL department at Mountain View College.
- Technology experience that offers a broader perspective to education beyond the classroom.
- Strong leadership and process driven commitment to excellence in ESOL education.
- Experience working with a diverse student population.
- Innovative and student centered educator willing to take on extra tasks and new methods to ensure student success.
- Team player with strong organizational skills to help achieve desired goals.

Computer Skills:

- Proficient at using the following: Blackboard (Ecampus), My English Lab and My ELT web-based learning management systems, the Internet, and Microsoft Power Point, Word, and Excel.
- Excellent typist averaging at 58 wpm

References:

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