

# KELLEY M. PIGOTT

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NIE: Y1604769-G

## EDUCATION

### **Master of Arts Teaching English to Speakers of Other Languages (MATESOL)**

University of Washington, Seattle, WA 2008

### **Bachelor of Arts Speech Communication**

University of Washington, Seattle, WA 1999

## PROFESSIONAL EXPERIENCE

### **Comillas Pontifical University, Ciempozuelos, Spain**

Sept. 2013 - Present

Teaches General English and English for Specific Purposes to students of the Nursing and Physical Therapy schools.

### **Complutense University, Madrid, Spain**

Oct. 2011 - July 2013

Provided English lessons for students of the Center of Modern Languages, connected with the Department of Philology.

### **IE University, Segovia, Spain**

March-August 2011

As Admissions Department Representative, assisted applicants throughout the entire admissions process. Supported the coordination of Open Days and student campus visits. Translated and composed content for brochures, email/letter templates, and the university website.

### **Crack Business English School, Madrid, Spain**

Oct.-March 2010/11, 2008-09 & 2004-2006

Provided English lessons of all levels to individuals and groups, including ABN, Accenture, Caja Madrid, Coritel, **Cortefiel, Estrella, Ford Credit, Kellogs, and the Confederation of Employers and Industries of Spain (CEOE). Taught an eight-week Legal English Course and conducted an eight hour advanced public speaking techniques workshop at Ashurst, LLC.**

### **Sevastopol National Technical University, Sevastopol, Ukraine**

Sept.-June 2009-2010

Funded by the **United States Department of State** and administered by the Center for Intercultural Education and Development (CIED) at Georgetown University, WA, DC.

#### **Primary Responsibilities:**

- Developed and delivered seminars on teaching English and American culture. Topics included American politics, the educational and legal systems of the U.S., and tourism in Seattle, Washington.
- Created and led classes for professors of various science disciplines, which included a **two-week course on delivering presentations.**
- Designed course materials and taught in the Humanities Department to undergraduate students majoring in translating.

#### **Special Projects:**

- Conducted a workshop on the topic of "Incorporating Peer Feedback Into Speaking Activities" at Ukraine's annual TESOL conference.
- **Trained teachers** in how to implement communicative teaching techniques into their classrooms.
- Delivered an hour long lecture to over fifty undergraduate students on the topic of Group Dynamics.

### **TANDEM International Language School, Madrid, Spain**

Oct.-July 2008-2009

Instructed in businesses, developing students' negotiation, meeting, and presentation skills.

### **Quest Training, Barco de Avila, Spain**

November 2008

Conducted a three-day intensive seminar to Mercedes-Benz staff, focusing on the language of meetings and negotiations.

### **University of Washington, Seattle, WA**

2006-2008

English Programs/International Educational Outreach

#### **Primary Responsibilities:**

- Taught university students of various nationalities in the Intensive English Program (5 levels). Classes taught include: Academic Reading & Writing 5, American Culture through Sports (advanced level), Pronunciation (advanced level), Reading 4, Listening and Speaking 3 & 4, Reading 2, and Writing 3.

#### **Special Projects:**

- Started a weekly **pronunciation class** for beginning level students. Created the curriculum and taught the class.
- Assisted the Assessment Coordinator for English Language Programs with the development of new placement tests; proctored and rated tests, conducted data entry, item analysis, and helped revise items and structure of tests.
- Supported the University of Washington *English for Heritage Language Speakers Program* (funded by the National Security Education Program, administered by the Center for Applied Linguistics, and partnered with Georgetown University) by **administering and scoring mock Oral Proficiency Interviews** to students of various nationalities (average ILR scores 2 - 3).

#### **Casa Latina, Seattle, WA**

*March-Sept. 2003*

Coordinated basic literacy classes as volunteer. Received thirteen hours of in-class training.

#### **Smith & Nephew Endoscopy and Pacific Medical, Inc., Seattle, WA**

*2002-2003*

As *Sales Representative*, sold arthroscopic products to orthopaedic surgeons. Created new business by building relationships with surgeons, operating room staff, and hospital administrators. Presented product in-services to hospital and surgery center staff.

#### **Johnston & Culberson, Seattle, WA**

*2000-2001*

As *Medical Only Representative/Claims Assistant*, processed Labor and Industry worker compensation claims for a third-party administrator coordinating with claimants, medical staff, vocational counselors, private investigators, the State, and clients such as The Seattle Times, Overlake Hospital, and Eddie Bauer.

*Certified by the State of Washington to be a Workers' Compensation Claims Examiner.*

### **SPECIAL PROJECTS**

#### **Board of Directors (Greater Seattle Soccer League--GSSL), Seattle, WA**

*2001-2008*

#### **Kaos United Football Club (GSSL), Seattle, WA**

*2000-2003 & 2006*

As *Team Manager*, oversaw all player recruitment, operations, communications, coordination of tournament participation and fund raising. Solicited sponsorship from local businesses. Provided content for web page. Represented the team at community functions. Through effective and enthusiastic management, the team demonstrated marked improvement in league standing.

**Team Manager of the Year, 2000-2001**

#### **"Dare to Dream" Student Travel Program, Chile**

*2001*

As *Leader/Guide*, helped coordinate and facilitate a tour for a group of eight high school students traveling through Chile. Performed 45 hours of community service, which included building a greenhouse for the Mapuche Indians, and designing and painting a mural for a homeless women's shelter.

#### **Kibbutz Volunteer, Baram, Israel**

*2000*

As *Volunteer*, worked for six weeks on a Kibbutz.

#### **Pacific Crest Trail, West Coast of United States**

*1998*

Planned, organized, and hiked 1,300 miles of the Pacific Crest Trail.

### **LANGUAGES**

English (native), Spanish (advanced), Russian (basic)