



CAREER CENTER  
ST. CLOUD STATE UNIVERSITY  
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## *Masters in TESL Resume*

### **Ellen English**

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#### **EDUCATION**

**Masters of Arts Degree in English-Teaching English as a Second Language (TESL)** May 20XX  
St. Cloud State University, St. Cloud, MN

- Thesis: Refugee Negotiating Academic Literacies in First Year College: Challenges, Strategies and Resources
- **GPA: 3.85**

**Bachelor of Science Degree in Psychology** May 20XX  
Minnesota State University-Mankato, Mankato, MN

- **Studied Abroad** in Europe for one semester developing increased confidence in working with individuals and groups from other cultures

#### **RELATED EXPERIENCE**

**Intern** September 20XX-Present  
Hands Across the World, St. Cloud, MN

- Conduct group counseling sessions for up to 20 women on drug and alcohol addiction recovery
- Distribute daily medications and led relaxation courses each morning
- Gain organizational skills in keeping track of confidential files and necessary paperwork
- Coordinate training manual for future interns on policies and procedures of Women's Shelter

**Graduate Assistant** September 20XX-Present  
English Department, St. Cloud State University

- Provide a resource and information center for undergraduate and graduate students in the program in Creative Writing
- Plan and implement the program's advertising and promotional campaigns, including an 8-page newspaper for the Spring Literary Festival
- Organize and deliver workshops for Writing Across the Curriculum and the Project for Curricular Innovation

**Behavior Therapist/Personal Care Attendant** July 20XX-Septemeber 20XX  
REM Health Incorporated and Private Family, Eden Prairie, MN

- Implemented behavior therapy program in individual therapy sessions with a child diagnosed with autism
- Routinely trained by psychologists, therapists, and consultants in behavior therapy for children with autism
- Attended and participated in bimonthly meetings with clinical psychologists and therapy team client regarding the development of an individualized therapy program

**Teaching Assistant for Children with English as a Second Language** June 20XX-August 20XX  
Learning Center, St. Paul, MN

- Facilitated reading and verbal communication skills by engaging students in the activities
- Independently taught lessons to 4-5 year olds when teacher was absent

## RESEARCH ACTIVITIES

**Research Team Member** September 20XX-Present  
St. Cloud State University, Department of Psychology, St. Cloud

- Participate in discussion regarding research development and implementation
- Independently developed an original research idea and methodology
- Serve as a mentor for undergraduate and graduate students in the pursuit of research

**Research Assistant/Intern** Summer 20XX  
Mayo Clinic, Nicotine Research Center and Health Psychology, Rochester, MN

- Contributed to the development of nicotine research protocols as a member of a research team of clinical psychologists, physicians, and biostatisticians
- Actively participated in health psychology evaluations and formulated diagnostic impressions and treatment plans
- Independently contributed to the closure of a research project and successfully produced a manuscript for journal submission

**Research Assistant** February 20XX-March 20XX  
University of Minnesota, Department of Psychiatry, Minneapolis, MN

- Trained to administer a screen of medical and psychological assessments to potential participants in a study of alcoholism and anxiety disorders
- Participated in research meetings with doctoral candidates

## VOLUNTEER ACTIVITIES

**Crisis Hotline Volunteer** September 20XX-Present  
Crisis Center, St. Cloud, MN

- Complete 40 hour training in telephone crisis intervention
- Supervise seven undergraduate volunteer students and serve as a facilitator for debriefing discussions during the academic year

**Volunteer** September 20XX-May 20XX  
Habitat for Humanity, Minnesota State University, Mankato, MN

- Traveled to Chicago to help build five homes for homeless families
- Team leader for a group of eight students; in charge of hotel accommodations, budget, and free time

## ADDITIONAL EXPERIENCE

**Server** September 20XX-July 20XX  
Old Chicago, St. Cloud, MN

- Used strong interpersonal communication skills to serve thousands of restaurant customers
- Efficiently executed cash transactions by operating own cash register each 8 hour shift