**Dr. Marshella Lie, Ed.D**

(917) 442-7289 | marshella\_417@hotmail.com | Elmhurst, NY

**EXPERIENCES**

**Hostos Community College – CUNY Language Immersion Program (08/14 – Present)**

*Full-Time Language Immersion Program Instructor*

* Create meaningful lesson plans that will significantly benefit students’ academic and cultural needs
* Provide students with necessary support and activities that will improve students’ speaking, listening, reading, and writing skills
* Prepare students for entering college by creating highly effective content-specific writing and reading assignments
* Help to create a whole class atmosphere where diverse cultures are welcomed and explored to enhance the learning of all students

**Queens Borough Public Library (08/14 – Present)**

*ESOL Instructor*

* Prepare lesson plans and teach adult learners all the English language skills that will enable speakers to effectively communicate in society
* Introduce cultural aspects to ESL learners, especially to those who are new to the English-speaking country
* Maintain daily attendance and provide evaluations of student progress
* Attend staff meeting and professional development on a regular basis

**Star International Evaluation (01/13 – Present)**

*Co-Founder & Interpreter/Translator*

-Interpret and translate conversations and oral instructions from Indonesian to English and vice versa
-Provide simultaneous interpretations from Indonesian to English, Bahasa to English, Malay to English, and vice versa in person and over the phone or in person

- Translate a variety of documents from Indonesia to English or English to Indonesia, while maintaining the content, context, and tone of the original text

**Language Line Solutions (01/11 – Present)**

*Professional Interpreter*

* Provide interpretation for different types of industries’ clients over the phone while maintaining accuracy and clear messages
* Maintain confidentiality and protect the integrity of sensitive information

**Educational Testing Service (01/12 – Present)***TOEIC Speaking & Writing Rater*

* Score responses holistically and evaluate the overall speakers’ quality of thinking and speaking skills
* Communicate constantly with the Scoring Leaders and Content Scoring Leaders regarding scoring issues or responses
* Ensure fair and accurate scoring of TOEIC speaking and writing responses

**Ansob Refugee Center (08/20 – 08/22)**

*ESOL Instructor*

*-*Designed and developed civics curricula for beginning and intermediate proficiency level
-Created lesson plans to be used in virtual classroom

-Engaged students in classroom activities and provided them with meaningful materials and resources to improve language skills

**Center for Family Life (09/20 – 12/22)***ESOL Instructor*

-Created and customized instructional materials by building on own training and experience in order to deliver high-quality lessons

-Provided online instruction by using various online tools and platforms

-Helped students develop confidence and positive attitude towards learning process

-Coordinated with the program director and coordinator regarding apparent barriers to student success

**Xinzhou Teacher University, China (08/01/2018 – 08/20/2018)***Teacher Trainer/Curriculum Developer/Instructional Coordinator (Two-Week Colloquium)
-*Designed and developed content and theme-based curriculum and teaching materials to facilitate student teachers and instructors
-Managed all aspects of curriculum development including, but not limited to leadership skills and classroom management

-Delivered lessons to student teachers and instructors with different proficiency levels

**LaGuardia Community College – Pre-College Academic Program (04/14 – 08/15)***ESL Instructor*

* Planned, prepared, and delivered lessons to a range of classes and age groups
* Marked and provided appropriate feedback on oral and written work
* Devised, wrote and produced new materials, including audio and visual resources

**LaGuardia Community College – CUNY Language Immersion Program (01/14 – 08/14)** *Continuing Education Teacher*

* Selected materials and approaches that were academically suitable for learners’ ability and needs
* Helped learners develop confidence and a positive attitude about learning
* Planned, prepared, delivered lesson plans for ESL students and design/produce syllabus and teaching materials to help students pass the CATW college entrance exam

**LaGuardia Community College – ELA/ESL Department (03/14 – 08/14)** *ESL Instructor*

* Communicated effectively with students by articulating clearly, selecting vocabulary, and assessing comprehension by varying methods
* Responded to student writing both holistically and analytically
* Listened actively and effectively in order to identify and solve problems, facilitate learning for students and build student confidence to pass the college entrance exam (CATW)

**Hunter College – International English Language Institute (01/14 – 08/14)** *ESL Tutor*

* Taught essential aspects of writing an essay by facilitating students with various resources and monitoring their progress
* Assisted students in developing necessary skills to pass writing exam

**Hunter College – COPE Program (08/13 – 12/13)***Teacher Intern*

* Developed and delivered lesson plans utilizing a broad range of appropriate different techniques and strategies addressing all four modalities
* Provided a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility and enhance motivation

**LaGuardia Community College – CUNY Immersion Program (08/13 –12/13)** *Teacher Intern*

* Created a classroom environment that is conducive to learning and appropriate to the interest and abilities of students
* Guided the learning process toward the passing of CAT-W exam
* Established clear objectives to the students for all lessons, units, and projects

**Bluedata International Institute (08/11 – 03/13)**

*ESL Instructor*

* Prepared course objectives and outline for course of study following curriculum guidelines or requirements of state and school
* Instructed students individually and in groups, using various pedagogical methods such as lectures, demonstrations, and discussions
* Established clear objectives for all lessons, units, and projects, and communicated those objectives to students through multiple avenues

**United Nations (01/11 – 09/11)**

*Digital Safety Research Intern*

* Researched and analyzed information and communications technologies (ICTs) in Indonesia and their implications
* Researched and contacted subject experts (Government Ministry) of Indonesia as well as communicated and presented the findings and data
* Prepared and conducted workshop to teach interns effective research and data collection

**African Services Committee (01/11 – 08/11)**

*Literacy Instructor*

* Created and maintained a classroom environment that promotes self-esteem and is conducive to effective teaching and learning
* Used a variety of instructional strategies and materials that are appropriate for the stated instructional objectives and the needs and abilities of the students involved
* Monitored, assessed student progress, worked one-on-one with a student, and adjusted student instruction accordingly
* Established standards of classroom conduct and administered them in a fair, equitable, and consistent manner

**LaGuardia Community College – Center for Teaching and Learning (01/07 – 12/10)**

*Technology Instructor*

* Assisted faculty and students with developing Multimedia projects, Professional Development workshops, and the design and development of web pages
* Conducted advanced training workshops for Student Technology Mentors (STMs) and IDAs
* Assisted ePortfolio team, students, and faculty with ePortfolio development

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| **EDUCATION** |  | Grand Canyon University |  |  |  2016 - 2021 |
|  |  | **Doctor of Education in Organizational Leadership *Graduated Summa Cum Laude*** |
|  |  | Hunter College of the City University of New York |  |  2011 - 2013 |
|  |  | **Master of Arts in TESOL** |  | ***Graduated Magna Cum Laude*** |
|  |  | International TESOL/TEFL Institute |  |  |  2012 - 2013 |
|  |  | **Professional Development Certificate in Teaching TESOL through Drama** |
|  |  | New York University – School of Professional Studies |  |  2010 - 2011 |
|  |  | **Professional Certificate** |  |  ***Graduated with Honors*** |
|  |  | Baruch College of the City University of New York |  |  2007 - 2009 |
|  |  | **Bachelor of Business Administration** |  |  |  ***Graduated with Honors*** |
|  |  | LaGuardia Community College of the City University of New York | 2005 - 2007 |
|  |  | **Associate in Science** |  |  |  ***Graduated with Honors*** |
| **CERTIFICATIONS** | Certified Professional Interpreter, Certified CITI Research Training, Certified Educational Technology Assessment Competencies, Certified AST Best Plus Test Administrator, Completed intensive level I & II TESOL Drama Course |
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| **ACHIEVEMENTS** | Proposal titled “Becoming Independent Writers: Teaching Writing through Inquiry” selected to be presented at the Tri-Library Conference Proposal titled “Incorporating the Depth of Knowledge (DoK) into Student’s Writing Process” selected to be |
|  |  | presented at the Adult Basic Education NYC Consortium Conference |  |
|  |  | Proposal titled “Teaching Writing through Inquiry: Pathway to Become Independent Writers” selected to be |
|  |  | presented at the New York University’s Annual Literacy Review Workshops |
|  |  | Top 5 Finalist of Call for Paper Competition held by PERMIAS Congress 2013 |
|  |  | Active Member of Kappa Delta Pi International Honor Society for Education |
|  |  | Graduate Student Association Scholarship Recipient 2012 |  |  |
|  |  | Indonesian Ambassador for Education 2011 - 2013 |  |  |
|  |  | Ambassador Award for Excellence 2011 - 2013 |  |  |  |
|  |  | Awarded the Most Creative Copywriter, Rubber Duck Award 2009 |  |
|  |  | Distinguished Participant of Global Business Best Strategy Invitational 2009 |
|  |  | Phi Theta Kappa International Honor Society, Phi Beta Kappa and ZETA |
|  |  | National Dean’s List and College Dean’s List 2005-2007 |  |  |
|  |  | Best Marketing Case Study Showcase Presenter 2007 |  |  |
|  |  | ePortfolio Scholar Award 2006 |

**SKILLS** Computer proficiency, project management, teamwork, attention to detail, communication, flexibility, time management, leadership

**PUBLICATION** Female Asian Academic Administrators’ Pathways to Leadership: A Case Study