

Angelica F. Trevino

9152 Sharyn Dr.
Conroe, Texas 77384
(936) 588-9716

Angelica.F.Trevino@lonestar.edu

Adjunct Faculty, CE Adult Education

Nine years of experience working for SHSU and LSC-Montgomery

Experience teaching Spanish classes at college level at SHSU, and tutorials in LSCS. Proficiencies, Exceptional organizational and time management, communication skills, Ability to deliver effective classroom instruction. Willing to work as part of a team Bilingual (English-Spanish).

EDUCATION

Sam Houston State University

Master.Ed. in International Literacy

Second Language Instructor Certification.

2014

Universidad de Nuevo León

Master in Human Resources

1986

Centro de Estudios Universitarios

B.A. in Business Administration

1979

PROFESSIONAL EXPERIENCE

Sam Houston State University, Lang,Lit,Spec Population Dep. Huntsville, TX

Pool -Faculty

2014 Fall to the present

- Teaches Spanish to bilingual pre-service teachers including the preparation of lesson plans and materials.
- Tutors students in academic Spanish in oral and written form.
- Submits required university reports and forms in a timely manner.
- Maintains professional relations with students, colleges.

Sam Houston State University, Lang,Lit,Spec Population Dep. Huntsville, TX

Assistant Instructor of Spanish

2013 to the present

- Teaches Spanish to bilingual pre-service teachers including the preparation of lesson plans and materials.
- Tutors students in academic Spanish in oral and written form.
- Submits required university reports and forms in a timely manner.
- Maintains professional relations with students, colleges.
- Assists faculty with classes and scholarly research.

Sam Houston State University, Foreign Lang. Dep. Huntsville, TX

Assistant Instructor of Spanish

2012 to Fall 2013

- Teaches Elementary Spanish I and II including the preparation of lesson plans and materials.
- Tutors students in academic Spanish in oral and written form.
- Submits required university reports and forms in a timely manner.
- Maintains professional relations with students, colleges.
- Assists faculty with classes and scholarly research.

Lone Star College- Montgomery, Conroe TX Continuing Education

Spanish Teacher

2011 to the present

- Teaches conversational Spanish, levels I and II.
- Creates curriculum and assessments.
- Completes required reports.
- Maintains professional relationships with students, colleagues and community.

Lone Star College-Montgomery, Conroe TX

Spanish Tutor and Lab Assistant

2008 to the present

- Provides individual and small group tutoring by appointment and walk-ins.
- Develops academic resources such as games.
- Engages students in a mentoring relationship
- Coaches and supports new tutors
- Provides guidance in the language laboratory to students of Spanish and English as a Second Language
- Prepares reports on student tutoring attendance

Anuncios Diseños Industriales, Monterrey, México.

Owner and General Manager

1991 to 2007

- Organized and managed sales, purchasing, human resources and trained staff.
- Negotiated contracts with new clients.
- Obtained contracts with the state government of Nuevo León.
- Made all major and minor decisions to ensure company success.

Independent Commercial Sales, Monterrey, México

Owner

1987 to 1991

- Sold upscale jewelry and clothing.
- Excellent sales ability.

Napko, Monterrey, Mexico

Manager Human Resources

1982 to 1987

- Oversaw all employee relations responsibilities, including hiring personnel within the factory
- Developed training seminars,
- Supervised payroll and maintained employee files.

CONFERENCE PRESENTATION.

TABE

2016, October Estrategias y Juegos para la Preparación del Examen BTLPT.
Galveston, Tx.

Languages

Native Spanish speaker and English

Technology Skills

Google docs, Corel Draw, and Skype

Certifications

Tutor Certification