
Michele Vick

Instructor & Teacher Trainer

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SKILLS

- Leadership
- Developing people
- Assessment of training needs
- Presentation development and delivery
- Use of edtech
- Remote and hybrid instruction
- Effective communication

EXPERIENCE

Distance Education Professional Development Center @ the Texas Center for the Advancement of Literacy & Learning @ Texas A&M, College Station, TX - Associate Director

October 2021 - August 2023

- Plan, organize and manage the daily operations of the Distance Education Professional Development Center, including a staff of three full-time and more than ten part-time employees and student workers.
- Develop the strategic plan for the execution of a \$1.5 million grant-funded project for Texas' Adult Education and Literacy programs, with deliverables including statewide professional development for GED and adult ESL instructors and development of training of trainers workshops.
- Evaluate training needs, develop a network of subject matter experts and facilitate the implementation of training by the SMEs to meet training needs at the local and state level.
- Develop and present training content related to distance learning, remote instruction, tech integration and digital skills development.

Middle East Professional Learning Initiative (MEPLI), Professional Education, Harvard Graduate School of Education, Cambridge, MA - Content Development Specialist

February 2021 - Present

- Coordinate and facilitate ongoing collaborative initiatives among alumni of the MEPLI Fellows program, including knowledge sharing through writing original articles and presenting online webinars related to current topics in education.
- Mentor current MEPLI Fellows as they plan final projects and further develop their presentation skills.

HOFT Institute, Austin, TX - Academic Writing Instructor

January 2021 - April 2021

- Designed and delivered virtual academic writing courses, providing essential language instruction to a diverse group of adult international students.
- Implemented innovative online teaching strategies and tools to engage and support students in developing advanced academic writing skills, fostering a collaborative and interactive virtual learning environment.
- Created tailored lesson plans and assessments that targeted specific language competencies, including essay structure, critical thinking, and citation conventions, resulting in measurable improvements in students' writing proficiency.

Adult Education & Literacy, McLennan Community College, Waco, TX - ESL Instructor

February 2020 - November 2022

- Provide customized, self-created lessons, in-person and online, for skilled immigrants, including general English, soft skills and resume writing.
- Plan and implement TOEFL preparation classes.
- Helped develop and deliver orientation classes to new ESL students, particularly focused on orienting them to the virtual classroom.
- Developed and executed training for instructors on the use of Zoom for content delivery, using Google products and teaching flex classes.
- Created targeted videos for trouble-shooting with instructors as all activities (enrollment, orientation, instruction, testing) moved online.
- Trained instructors in online testing best-practices.

National Center for Modern Languages, University of Tripoli, Tripoli, Libya - Lecturer/Teacher Trainer & Supervisor

September 2015 - September 2019

- Planned and taught courses in general English, IELTS preparation, writing skills and speaking skills for second language learners at all levels.
- Trained and supervised a staff of up to 12 teachers.
- Assisted in recruiting students from new markets and growing the student population by more than 50%.
- Developed new courses and implemented new programs according to needs of learners and goals of the institution, such as English conversation clubs and online learning.
- Maintained or developed strategic partnerships with other entities such as NILE-ELT and the International Training Institute of Istanbul.

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- In partnership with the British Council, piloted implementation of first distance learning initiative in Libya.

Libya Herald, Tripoli, Libya - *Staff Writer & Copy Editor*

April 2014 - May 2015

Al Baladii Center, Amman, Jordan -*ESL Instructor*

August 2013 - February 2014

Tea & Things Center for Women, Omdurman, Sudan - *Director*

April 2011 - December 2012

- Wrote proposals for grants to receive funding for a women's community center in Sudan. Was awarded over \$150,000.
- Obtained business license from government of Sudan to open the center, which included a cafeteria, library, internet and computer usage, fitness center and community room, for Sudanese women.
- Furnished the center, planned opening, hired and trained staff.
- Recruited, coordinated and trained volunteer groups that came to teach workshops.

Ahfad University for Women, Omdurman, Sudan - *Instructor and English Club Coordinator*

September 2005 - April 2011

- Taught English language classes at the university-run high school.
- Planned and implemented high school summer language camps, including coordinating and training volunteer groups that came to assist with these.
- Started an English conversation club program at the university. Scaled it to meet the needs of students of all levels and offer options throughout the week. Coordinated and trained volunteer groups that came to work with this program.
- Started the debate club program on campus. Created, planned and implemented an annual debate competition. Coached the university team in national debate competitions.
- Planned and facilitated a leadership development group for top students at the university.
- Edited English-language publications for the university.

EDUCATION

Harvard Graduate School of Education, Cambridge, MA - *Master's of Education*

2021

Specialization in Mind, Brain, Education.

Baylor University, Waco, TX - *BA Psychology*

1994

Magna Cum Laude

ADDITIONAL DIPLOMAS & CERTIFICATIONS

International Training Institute, Istanbul, Turkey - *Cambridge Diploma in Teaching English to Speakers of Other Languages (DELTA)*

2018

Awarded Merit or Distinction on all three modules. (The DELTA is a UK qualification that is equivalent to 60 credit hours of graduate work.)

Wheaton College, Wheaton, IL - *TESOL Certificate*

2011

LANGUAGES

Conversant in Sudanese Arabic

PRESENTATIONS

- *Thinking Routines in the Digital Age: A Toolbox for Learner Engagement*
- *Digital Skills Practice for Those First 12 Hours*
- *Brain Hacks: Teaching Moves that Hold Attention, Deepen Understanding and Strengthen Recall*
- *Community Keeps 'Em Coming: Creating Community Among Distance Learners*
- *Level Up Your Teaching Game with These Three Reflective Practices*
- *Jammin' with Jamboard*
- *From Time-Strapped to Lesson Prepped: How ChatGPT Can Supercharge Your Lesson Creation*
- *Whiteboard.chat: One Tool, Limitless Uses*