SANDRA E. SOTELO MILLER

EDUCATION

- M.A., University of Texas at Austin, May 2010
- B.A., Sarah Lawrence College, May 2005, GPA: 3.68/4.0
- Semester Abroad, Universidad Carlos II, Madrid, Spain, Spring 2004
- American School Foundation, Mexico City, Mexico Diploma June 2001, GPA 3.6

TEACHING EXPERIENCE-CLASSROOM

University of Texas at Austin, Austin, Texas, August 2010 - Present

- Full time Assistant Instructor for the Department of Spanish and Portuguese
    - Implement all course and content curriculum for SPN 601D: Introductory Spanish
    - Responsible for all grading and assessment
    - Support first time Spanish learners through individual one-on-one and group assistance

Broadreach, Raleigh, North Carolina, June 2010 - August 2010

- Full time Academic Lead for Immersion Costa Rica and Nicaragua Program
    - Responsible for all grading and assessment of journals and Oral History Project
    - Responsible for travel and leading group of 14 students in their travel through Costa Rica and Nicaragua

University of Texas at Austin, Austin, Texas, August 2008-May 2010

- Full time Teaching Assistant for the Department of Spanish and Portuguese
    - Implement all course and content curriculum for Spanish Laboratory classes
    - Responsible for all grading and assessment
    - Support first time Spanish learners through individual one-on-one and group assistance

The American School Foundation S.A., Mexico City, Mexico, August 2005-June 2007

- Full-time Spanish Language and Literature teacher
    - Create and implement all course and content curriculum
    - Responsible for all grading and assessment
    - Support students daily through individual one-on-one and group assistance

Sarah Lawrence College, Bronxville, NY, February 2005-April 2005

- Spanish tutor
    - Emphasis in teaching Spanish conversation skills
    - Collect articles and short stories to read in class and discuss these with two Community Partnership administrators who led a trip to Nicaragua.

Sarah Lawrence College, Bronxville, NY, January 2002-May 2002

- Teacher's Assistant for Early Childhood Center
    - Organized classroom activity set-up
    - Observed and encouraged students to explore learning through play
    - Read stories to students encouraging them to ask questions and relate story to their every day life
    - Wrote a children's book based on interactions with students and read it to them at end of term

American School Foundation, Mexico City, Mexico, September 2000-June 2001

- Elementary After-School English Teacher at public school through the Outreach Program
    - Create and implement lessons to help students learn English
    - Collaborate with mentor teacher on daily instruction
    - Responsible for all grading and assessment
    - Support students daily through individual one-on-one and group assistance

RELATED WORK EXPERIENCE

The American School Foundation S.A., Mexico City, Mexico, August 2006-June 2007

- Full-time 8th grade coordinator
    - Coordinate and plan 8th grade meetings
    - Create, propose and plan 8th grade outside classroom experience.
    - Attend and participate in leadership meetings

Museo del Barrio, New York, NY, February 2005-May 2005

- Research Assistant
    - Conducted research and organized information for museum educators on online didactic tools and information on the Mexican Revolution for an exhibition entitled "Mexico: The Revolution and Beyond. Photography by Cassasola 1900-1940

Sarah Lawrence College, Bronxville, NY, October 2004-December 2004

- Translator Assistant for Spanish Department
    - Assisted in the translation of Rosario Castellano's letters and prose for publication in a magazine

Sarah Lawrence College, Bronxville, NY, September 2004-December 2004

- Spanish Department Assistant
    - Identified and collected books and films for Latin American literature class
    - Explored and compiled articles to help students understand material studied in class.

Sarah Lawrence College, Bronxville, NY, November 2001-May 2003

- Science Department Division Assistant
    - Aided in processing incoming applications for position in Chemistry Department
    - Researched and collected science articles from library and Internet for department professors
    - Publicized talks and presentations given in Science Department
    - Assisted in designing Power Point presentations for science classes
    - Recorded sets of underwater marine life transparencies into cds for Marine Biology professor.

Federación de la Enseñanza, Madrid, Spain, January 2004-June 2004

- Web-page Research Assistant
    - Researched and examined information on intercultural education
    - Wrote excerpts evaluating sites dealing with multicultural education
    - Translated related newspaper articles from English to Spanish

Pipiol, Valle de Bravo, Mexico, June 1999-August 1999

- Camp Counselor
    - Planned and supervised daily activities for 4 to 5 year-olds
    - Gave rappel instruction
    - Organized bicycle trips to the lake
    - Oversaw water activities at weekend lake visits

ADDITIONAL EXPERIENCE

Overlook Press, New York, NY, February 2003- May 2003

- Publicity Department Assistant
    - Assembled and dispatched books waiting to be published to critics and reviewers
    - Catalogued and outlined press releases of company's published books
    - Filed press releases for immediate office use.
    - Reviewed books written in Spanish

POSITIONS HELD

- Graduate Student Organization vice-president, University of Texas at Austin, August 2010 - Present
- Teacher Assistant representative, University of Texas at Austin, August 2009-August 2010
- 8th grade teacher coordinator, American School Foundation, August 2006-June 2007

AWARDS

- Recipient of President's Education Award (Outstanding Academic Excellence) 2001
- American Legion Award (Fellowship, Honesty, Scholarship, Patriotism. Comradeship, and Leadership) 2001

TRAVEL

- Researched, organized and successfully executed trips through Costa Rica, Nicaragua, (2 months) Spain, Italy and France (2 months), the South America (8 months), and India (5 weeks)
- Extensive travel throughout Mexico

SKILLS/CERTIFICATIONS

- Proficient in Microsoft Word, PowerPoint, Black-baud, Black-board, Gradebook
- PADI Open Water Diver
- Fluent in English, Spanish and Portuguese, basic German

INTERESTS

- Scuba diving, surfing, soccer, drawing, reading, writing, traveling, cooking, listening to music and relaxing

Please request references