

Peter Cassidy, MA - TESOL

Experienced Instructor – English Second Language



Stimulating higher learning through passion and engagement

Professional Snapshot

Dedicated professor with more than 25 years' experience in community college and university programs. Develops and delivers stimulating pedagogy and curriculum for English as a Second Language (ESL), in academic and business settings. Fosters environments conducive to learning and evaluation excellence for students and all academic staff. Champions program coordination and new course development working with limited resources. Designs content based materials and leverages technology to facilitate learning that ensures student success and high standards.

Key Proficiencies

Teaching and Learning Strategies	Collaborative Facilitation	ESL Programs & Curriculum
Language Instruction for Newcomers	Internal & External Liaison	Group Facilitation & Mentoring
Course Design & Planning	Evaluation & Assessment Measurements	Intensive Language Programs
Technology Enhanced Learning	Specialized Learning Materials	Student-Centric Methodologies

Highlighted Achievements

- Designed and taught a twelve-week academic preparatory course for Foreign Students registered in the University of Ottawa's MBA program. Raised the MBA integration rate for foreign students by 70%.
- Administered and taught advanced college courses in reading and writing that focused on analytic reading skills, essay writing, and refining English syntax for English Language Instructors in France, UK, and Germany.
- Spearheaded programs at all levels of LINC (Language Instruction for Newcomers to Canada-adult program), across Canada, primarily focusing on communication skills needed for settlement in North America.
- Co-facilitated as Adjunct Professor, teaching required content to an adult basic education ESL class for a leading U.S. university that served students from 25 countries.
- Introduced ESL to adults in the Public Library Program for the city of Los Angeles, CA and facilitated learning using student-centered methodologies such as Counselling Language Learning and elements of The Silent Way.
- Delivered classes in advanced administrative writing and conversation courses for private businesses across North America, as well as US federal government organizations and embassies.
- Developed and conducted Internet and computer application workshops for more than 830 ESL students, including Social Media, PowerPoint workshops for ESL Business students attending the University of Syracuse.
- Pioneered the use of web 2.0 technologies to share information with as many as 1,500 Teaching Assistants (TA's) in Canada, Europe, and the United States.
- Created and taught over 35 modules of Communication Skills for ITA's at McGill, Carleton, and Ottawa Universities with a focus on methodologies and teaching practices used in Canadian academic classrooms.

"Peter coordinated the Teaching Assistant Mentorship Program at three different universities and provided excellent leadership for both the Lead Mentors and the Mentors."

Jordan Schlotter, President & Lead Mentor, Canadian Universities Board, Faculty of Graduate Studies

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Selected Experience

ESL Instruction and Curriculum Design

Adjunct Professor, the University of Syracuse:

- Taught reading, writing, and oral communication courses preparing students for their academic course load.
- Facilitated students ability to move on to continued study at the community college and/or enrol in university programs.

ESL Instructor, McGill University, Montreal:

- Administered and graded CAEL placement tests (Canadian Academic English Assessment).
- Created and taught thematic units for core writing and oral process courses in the Intensive Language Program.

ESL/ABE instructor, Wright Consultants, Toronto:

- Co-created and taught a 20-week pilot project, LERN (Language for Employment Related Needs).
- Taught MS Word, PowerPoint, Excel, multimedia and Internet to ESL classes.

ESL/ABE Instructor at Riverside Language Program in Los Angeles, CA:

- Collaborated with Legal Aid lawyers on supporting students through the citizenship test process.
- Delivered basic civics education required for the citizenship examine for senior Spanish speaking students.

Academic Leadership

Coordinator, Teaching Assistant Mentorship Program, McGill University, Ottawa:

This pilot program, created by the Faculty of Graduate and Postdoctoral Affairs, employed Teaching Assistants to train and mentor new TA's in their respective academic unit. The program delivered teaching support to over 1500 new TA's.

- Doubled the program size from 31 to 65 academic departments.
- Helped TA mentors in 25 departments establish a departmental Teaching Assistant Award.
- Participated in TA Advisory Committee, aimed to improve sharing of information and resources.
- Participated in TA Management Committee, a 4-year project that resulted in a central database for TA Management.
- Successfully transferred program to McGill's Educational Development Center.

Additional Experience in Language Assessment

International Teaching Assistants Telephone Interview and Assessment:

- Implemented and refined Ottawa University's telephone assessment tool for assessing graduate teaching assistants identified as non-native speakers of English.
- Utilized SKYPE and SKYPE Recorder, to call students prior to arrival at Ottawa assessing language skills while incorporating a low stakes assessment tool.
- Completed over 100 assessments, audio taped the interviews and provided each candidate with the taped assessment in a follow up e-mail that included helpful information on teaching and studying at Carleton.

Teaching Overseas

- Developed and taught intermediate English language to Economics students at University of Agriculture, Nitra, Slovakia.
- Shared Best Practices with faculty on current EFL trends in teaching such as communicative language instruction.

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Page 3

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Career Chronology

Coordinator, Teaching Assistant Mentorship Program, Ottawa University, Ottawa, ON	2007 - 2009
Coordinator/Instructor, Intl Teaching Assistant Support, Ottawa University, Ottawa, ON	2005 - 2006
ESL Adjunct Professor, the University of Syracuse, Syracuse, NY	2003 - 2004
ESL/ABE Instructor, California Riverside Language Program Los Angeles, CA	2001 - 2003
ESL Instructor, McGill University, Montreal, QC	1999 - 2001 / 1990 - 1998
ESL/ABE Instructor, Wright Consultants, Toronto, ON	1999 - 2000 / 1994 - 1996
ESL/ABE Instructor, Jordan Language Program, New York, NY	1988 - 1994
Citizenship/Civic Engagement Practitioner, Jordan Language Program, New York, NY	1988 - 1994
ESL/ABE Instructor, Modern Language Services, Ottawa, ON	1986 - 1984
EFL Instructor, University of Agriculture, France, UK, and Germany	1984 -1986

Presentations and Papers

“Developing Analytic, Cognitive, and Linguistic Skills with an Electronic Negotiating System.” A paper, co-written and presented at the Hawaii International Conference of Systems Sciences, January 2003.

“Using PowerPoint and other computer applications for ESL instruction” an interactive presentation at LINC Service Providers Conference, Ottawa Region, April 2001.

“Addressing the needs of senior and non-literate students in American citizenship classes.” An interactive presentation co-presented at the TESOL Conference, New York, April 1999.

Education

Master of Arts –Teaching English to Speakers of Other Languages (TESOL)

Teachers College, Columbia University, New York, NY

Certificate in Teaching English as a Second Language

Carleton University, Ottawa, ON

Bachelor of Arts – Honours in English

Carleton University, Ottawa, ON

Technology Skills

Web CT, Blackboard, Audacity Software, Word Press, Video

Memberships and Accreditation

TESL Ontario

TESL Toronto

*“Peter’s energy and dedication was very much appreciated by all of the TA Mentors he worked with.
His work made all the difference in our jobs and fostered communication between all of us.”*

George St. Clair, *Teaching Assistant Mentor, McGill University*

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Situation:

This resume was prepared for a Canadian client targeting Canadian employers. Spelling/Grammar is set in Canadian English.

Peter had been an ESL teacher for many years; however, his career was directly influenced by his spouses' career, as his spouse works in foreign affairs for the Canadian federal government. As a result, he had been away from his field for three years and was now trying to get connected with opportunities in the Ottawa, Ontario region.

Strategy:

We played up Peter's experience not only developing and delivering curriculum but also acting as mentor and manager to peers in his field. Additionally, some of the travels related to following his spouse in her career also led to international experience in the delivery of ESL in unique environments around the world.

Peter offers employers several supporting qualifications to meet their requirements:

- Over 25 years of experience
- Diverse training and ESL facilitation settings
- International experience
- Master's degree - TESOL

Peter's real added value though came from listening to him speak about the passion that he has for teaching and specifically working with people learning English as a second language. It was evident that teaching and a desire to raise the bar with stimulating pedagogy were paramount for Peter. His tone and the emotion in his voice when he speaks about his vocation led to the tagline and for this reason, we also incorporated the colour burgundy in his logo and some of the design to depict some of that emotion.

Because he has been away from the field for three years, we used a combination format to bring his significant achievements and extensive experience to the forefront.

Results:

Peter not only developed a better understanding of the value that he has to offer employers from our sessions he landed a one-year contract with a local college for which this resume and a cover letter were written, within a few weeks of completing our work together.