

# MARTA ELISA GRECCHI

E-MAIL: marta.grecchi@gmail.com TEL: 917-647-6693

## QUALIFICATIONS SUMMARY

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- Flexible, versatile, personable professional with outstanding communication skills.
- Bilingual Italian/English. Fluent in Spanish. Highly proficient in French. Proficient in Portuguese.
- Solid track record in teaching (6 years), student counseling, teacher training, and administration.
- Culturally sensitive, with experience working, studying, and living abroad (Italy, Venezuela, Mali, Canada).

## EDUCATION

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- 2015           **Master of Arts in English as a Second Language.** University of Arizona, Tucson, AZ.
- 1995-1999      **Bachelor of Arts (Humanistic Studies; International Development Studies).** McGill University, Montreal, Canada.
- Graduated with Distinction; GPA: 3.46/4.00. Dean's List 1997-1998

## EXPERIENCE IN EDUCATION

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- Winter 2009 – **ESOL Instructor.** Pima County College Adult Education – Community Campus. Tucson, AZ.
- Spring 2011
  - Delivered multi-level adult ESOL classes in a variety of locations throughout the community.
  - Developed pertinent, interactive, and enjoyable curriculum according to student needs.
  - Monitored, tested, and recorded student progress; tracked goal completion.
- Summer 2007   **English Instructor.** Berlitz Language Center. Rome, Italy.
- Taught Business English to executives at intermediate and upper-intermediate levels.
- Fall 2006 –     **Director.** Berlitz Language Center. Summit, NJ.
- Spring 2007
  - Promoted to Director of the third largest US center by volume.
  - Conducted all consumer sales activities from initial inquiry to enrollment.
  - Supervised and developed Language Center staff to maximize performance.
  - Consistently exceeded Language Center's monthly financial objectives.
- Fall 2005 -     **Instructional Supervisor.** Berlitz Language Center. Summit, NJ.
- Summer 2006
  - Promoted to Local Instructional Supervisor.
  - Counseled students and generated individualized progress reports (orientation, mid-program, end).
  - Identified appropriate materials for all programs, creating customized curricula where needed.
  - Managed instructor levels by recruiting, hiring, and training all new instructors.
  - Observed classes and supplied feedback for on-going instructor development.
- Summer 2004 - **Italian, English, and Spanish Instructor.** Berlitz Language Center. Summit, NJ.
- Summer 2006
  - Taught Spanish and Italian at beginner and intermediate levels, and English at all levels.
  - Selected from national pool of instructors to teach aboard Crystal Cruises cruise ships.
- 2002           **English Instructor.** Central University of Venezuela. Caracas, Venezuela.
- Taught English language and writing composition at various levels.
  - Determined class content, created lesson plans and exams, and tracked student performance.
- 2001-           **Long-Term Spanish Substitute.** Millburn Township Board of Education. Millburn, NJ.
- 2002
  - Taught Spanish as a foreign language to seventeen classes in two elementary schools.

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- 2000-2001 **Project Coordinator - Mali.** Building With Books. Headquarters - Stamford, Connecticut, USA.
- Supervised the construction of two schools in rural villages in Mali, West Africa.
  - Managed team of Malian co-workers and coordinated community participation.
  - Facilitated intercultural e-mail exchange and gave presentations at US schools detailing Malian life.

## MARKETING & OTHER EXPERIENCE

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- Winter 2009-  
Fall 2013 **Senior Account Manager / Strategist.** BRINKmedia. Tucson, AZ.
- Managed copywriting, marketing, and Arizona sales for award-winning creative agency.
  - Identified promising RFPs, coordinated team input, and generated competitive proposals.
  - Won key accounts including University of Arizona and Casa Grande Regional Medical Center.
  - Supervised project execution to ensure final product met or exceeded customer specifications.
- 2008  
2003-2004  
2001 **Marketing Coordinator and Human Resource Manager; Marketing Associate; Public Relations and Marketing Assistant.** Alpha Garments/Soundgirl. New York, NY.
- Held several positions at different times for this multi-label fashion company.
  - Wrote promotional copy for websites, press kits, brochures, and national advertising.
  - Created job descriptions, posted ads, sourced and scheduled candidates for interviews.
  - Managed internship program - recruitment, orientation, mentoring, and supervision.
  - Directed the launch of the company's first web site and generated all copy.
- Fall 2007 **Human Resource Coordinator - Temporary Position.** Bilingual Resources, New York, NY.
- Post ads, identify candidates via job-hunting/social sites, and conduct foreign language interviews.
- 1999-2000 **International Marketing Assistant.** Wall Street Journal Online. New York, NY.
- Handled travel arrangements, expense accounting, and new hire paperwork for the department.

## SCHOLARSHIPS & FELLOWSHIPS

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- Fall 2014 **Humanities Graduate Tuition Scholarship.** University of Arizona. Tucson, AZ.
- Spring 2014 **Humanities Graduate Tuition Scholarship and College of Social & Behavioral Sciences Graduate Tuition Scholarship.** University of Arizona. Tucson, AZ.
- Fall 2013 **College of Social & Behavioral Sciences Graduate Tuition Scholarship.** University of Arizona. Tucson, AZ.
- 2012-2013 **The College of Social & Behavioral Sciences Graduate Fellowship and Graduate Tuition Scholarship.** University of Arizona. Tucson, AZ.

## WORKSHOPS & CONFERENCES

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- Fall 2014 **13<sup>th</sup> Symposium on Second Language Writing.** Arizona State University. Tempe, AZ.
- Fall 2014 **Digital Literacies in and Beyond the Classroom Symposium.** CERCLL. Tucson, AZ.
- Winter 2014 **Fourth International Conference on the Development and Assessment of Intercultural Competence.** CERCLL. Tucson, AZ.

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Winter 2014 **Workshop: Developing Intercultural Communicative Competence: A Common Task for Language Educators and Interculturalists.** CERCLL. Tucson, AZ.

Fall 2013 **AZ-TESOL 2013 State Conference.** Tucson, AZ.

## PROFESSIONAL AFFILIATIONS

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2014-Present **Teaching English to Speakers of Other Languages (TESOL) International Association.**

2013-Present **Arizona Teachers of English to Speakers of Other Languages Association.**

## LANGUAGE SKILLS

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**Italian:** Native speaker. Advanced written proficiency.

**Spanish:** Near-native speaker. Advanced written proficiency.

**French:** Intermediate oral and written proficiency.

**Portuguese:** Oral and written proficiency.

## COMPUTER SKILLS

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Adobe Photoshop, Final Cut Pro, and Microsoft Office Suite.