

LARA MORENO

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Education Licenses

- Foreign Language - [Spanish], 5-12
- Sheltered English Immersion - Teacher Endorsement
- English as a Second Language, 5-12
- Principal/Assistant Principal, 9-12, Initial

Translation Certificates

- Passed the Reading Proficiency Test of the American Council on the Teaching of Foreign Languages (Advanced Mid)
- Passed the Writing Proficiency Test of the American Council on the Teaching of Foreign Languages (Advanced Mid)
- Currently working towards acquiring American Translators Association (ATA) certification.

Professional Summary

Experienced professional leader with strong background in organizing and conducting conferences focused on fields pertaining to politics, religion, art, language and literature; successful at directing and supervising a highly multi-ethnic, intercultural, and international staff; adept at establishing strong teams through effective interpersonal skills and excellent leadership qualities. A highly successful motivator with the ability to negotiate and collaborate with multinational groups from varying professional backgrounds. A motivated and passionate leader who is goal oriented, enthusiastic, with moral standards and ethical principles. Above all, a leader who is fully dedicated and inspired by the power of education, ready and prepared to build a stronger foundation by leading and inspiring future generations to embrace the importance of being multilingual and having a global world view.

Education

CAGS in Educational Leadership and Development: Leadership and Educational Development, 2014
Cambridge College - Cambridge, MA

- Licensure Program- Assistant Principal/ Principal 500 Hours Practicum Completed
- PAL Completed.

MBA: Marketing and Leadership, 2009

Cambridge College - Cambridge, MA

Bachelor of Arts: Multidisciplinary Studies, 2014

Cambridge College - Cambridge, MA

Bachelor of Arts: International Politics and Protocol, 2005

Escuela de Relaciones Internacionales - Madrid, Spain

Work History

ESL Coordinator/Spanish Teacher, 09/2015 to Current

Dorchester Academy – Boston, MA

- Instructed five sections of Spanish II and Spanish I classes, working in a competency-based educational model.
- Created and implemented lessons that incorporate all learning modalities.
- Utilized Google Classroom to keep students updated on assignments, and classwork.
- Demonstrated working knowledge of student development and behavior management strategies to ensure a safe, positive, nurturing and consistent atmosphere.
- Implemented and delivered a broad balanced relevant curriculum to support course materials.
- Assessed levels of student achievement and developed strategies for improvement; met with students and families as necessary.
- Updated professional knowledge and expertise, as appropriate, to remain current with developments in teaching practice and methodology.
- Inspired students to be actively interested in Spanish and other foreign languages; followed schemes of work and promoted aspects of personal development related to Spanish at all key stages.

Spanish Foreign Language Teacher, 08/2014 to 06/2015

Westborough High School – Westborough, MA

- Taught Spanish II and Spanish III to high school students.
- Developed and implemented daily and unit lesson plans for 9th, 10th, 11th and 12th grade, administered tests and evaluations, and analyzed student performance.
- Conducted group/individual reading, researching and comprehension activities.
- Developed specific daily lesson plans for a class of 14 students with special IEPs and 504s teaching them Spanish II Level II.
- Fostered a learning environment conducive to promoting excellent student/teacher interaction.
- Participated in faculty and parent conferences.

ESL Teacher, 08/2014 to 06/2015

Worcester State University – Worcester, MA

- Taught English as a Second Language to ELLs levels II & III.
- Developed and implemented weekly lesson plans, administered tests and evaluations, and analyzed student performance.
- Conducted group/individual reading, researching and comprehension activities.
- Developed specific daily lesson plans for a class of 24 students with a mixed level of students.
- Fostered a learning environment conducive to promoting excellent student/teacher interaction.

ELA/History Teacher, 09/2003 to 01/2006

Phisycs-Mathematics Academy – Madrid, Spain

- Taught English, Spanish Language/Literature, World Literature and Spanish History to high school students.
- Developed and implemented daily and unit lesson plans for 9th, 10th, 11th and 12th grade, administered tests and evaluations, and analyzed student performance.
- Conducted group/individual reading, researching and comprehension activities.
- Fostered a learning environment conducive to promoting excellent student/teacher interaction.
- Participated in faculty and parent conferences.

ESL Teacher, 01/2012 to 11/2012

Milton Margai Middle School – Sierra Leone, West Africa

- Displayed cross-cultural communication skills while teaching English in Sierra Leone, West Africa.
- Wrote lesson plans to teach Middle School Sierra Leonean students English vocabulary, grammar as well as Literature.
- Successfully navigated West African culture while living and teaching abroad in Sierra Leone for one school year.
- Enhanced cultural understanding between Sierra Leone and the United States while teaching in a classroom setting.
- Analyzed students' knowledge in the field of English grammar and developed lesson plans to close knowledge gaps and help students achieve a higher performance.

Assistant Manager, 08/2009 to 08/2010

Bank of America – Cambridge, MA

- Problem Resolution for immediate Bank of America customers;
- Training for individuals that recently started to work for Bank of America;
- Coordinated sales planning every month making sure the branch would meet company's needs;

- Dealing with everyday operation process;
- Wrote sales plans that were later applied to the branch sales process;
- Conducted and attended meetings to review individual employee's sales and different ways to improve.

Skills

- Data management
- Budgeting and finance
- Project management
- Process implementation
- Staff development
- Extremely organized
- Team leadership
- Team liaison
- Self-motivated
- Strong verbal communication