

Jennifer Ann Tober

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ELL/ESL instructor specializing in intercultural communication, organizing student activities and assessment; teaching in the areas of Speaking and Listening, Literacy, Pronunciation/Accent Reduction, muscularity and the music of English; test prep (TOEFL/GMAT), grammar and writing; one-on-one fluency and literacy; and program/curriculum development.

Education

TESOL Certificate, Duquesne University 2020

MFA Acting, West Virginia University, summa cum laude 1995

BA Theater, Psychology minor, Temple University, magna cum laude 1992

Certificate in ESL - Rassias Method Language Program/Baruch College 1998

SPEAK TEST certified 2016

Teaching Experience

2013 – present

ESL Instructor/Faculty Assistant

Duquesne University, Pittsburgh, PA

Teach Speaking/Listening and Reading to international ESL students and UAE military personnel; Faculty Assistant Position including organizing Field Study each semester coordinating with external organizations; plan and organize Conversation Hours with international and American students; communicate with ESL students weekly via “ESL Highlights” email; teach “Pronunciation Power Workshops” focusing on muscularity, hands-on articulation exercises, and fluency; co-coordinate ESL Book Club and Duquesne BIG READ; assess incoming students using SPEAK test (SPEAK certified). Served as curriculum creator and instructor for the African Scholars Intensive (2016) and English for Japanese Pharmaceutical Students (2019).

2005 - 2010

Instructor/Tutor

Carnegie Mellon University, Pittsburgh, PA

Intercultural Communication Center

Taught two courses: *Speaking and Listening* and *Focus on Pronunciation* for international graduate, PhD students and visiting scholars. Created curricula geared to professionals who need to become Teaching Assistants, present papers, and speak at conferences. One-on-one tutor, focused on such skills as body language, gestures, and using one’s own experiences to successfully convey information to an audience. Created warm-up exercises tailored to each student’s specific needs.

Jan-Aug 2005

**Instructor/Acting Director of ESL & Modern Language Programs
Baruch College, New York**

Hired and managed instructors and supervised enrollment staff. Developed curricula and assessments including: Acting in English, English through Journalism. Significantly increased enrollments and student retention rates. Observed teachers and encouraged implementation of more active, student-centered classrooms, using such techniques as improvisation. Coordinated and hosted open houses, new student orientations. Developed, wrote, and won grants and contract training. Directed and produced the annual Student Talent Showcase. Taught and developed new curricula for low literacy adults as part of the post-9/11 re-education grants.

Coordinator, Advanced Business English (2003-2005) - Baruch College

Collaborated with department heads and instructors from the Zicklin School of Business. Hired guest speakers for the Friday lecture series on business topics. Hired, trained, and supervised new ESL instructors. Counseled and advised international MBA students on a one-to-one basis. Developed and maintained curricula.

2013-Present

Yoga Instructor - Schoolhouse Yoga, Pittsburgh PA

Certified Yoga instructor teaching in the styles of Hatha, Vinyasa, Jivamukti, Yin, and Baby/Child yoga.

Related Experience

Jan 1998 – Jan 2000

Founder - Shakespeare Inside, Bronx, NY

Brought Shakespeare performances, workshops and creative writing to incarcerated Bronx juveniles. Created curricula and taught weekly classes on acting Shakespeare, improvisation, monologues, and creative writing. Coordinated guest appearances and performances of professional actors.

Jan-June 1997

Speech and Dialect Coach

Hamada Theater Company, New York, NY

Worked one-on-one with Japanese actors of varying levels of English fluency for the original play A Flower of Water. Focused on muscularity and production of Standard American sounds, appropriate vocal register and body language.

Professional Speaking Engagements:

-Presented excerpt from *When the Emperor Was Divine*, Duquesne Univ. BIG READ, 2017

-Osher Learning, CMU, discussed and presented the play *THE QUEENS* in collaboration with the Playhouse REP, 2010

-LaRoche College, Reading and lecture of the poetry of Sylvia Plath, 2006

-Univ. of Pittsburgh, "Producing Shakespeare:" Panel guest in Shakespeare class, 2005

Community Outreach/Volunteer Work

Dec 2005-March 2006

Volunteer/Teacher**La Hesperia Biological Reserve Station, Ecuador**

Taught English to schoolchildren. Directed final play showcasing newly acquired English conversational skills and songs. Participated in reforestation, organic farming, animal care, phenology project.

Jan 2002- July 2004

Volunteer**Habitat for Humanity, New York; Bolivia; and Uganda**

-Coordinated outreach to volunteers and built houses in New York City, Uganda and Bolivia. Served as translator for some participants (Spanish/English) in Bolivia.

Skills and Interests

Guitar, singing, dialects, basic conversational Spanish, basic Japanese, basic Munyoro (African dialect), bricklaying, salsa, Zumba, biking, travel, community outreach and development. Excellent communication and computer skills and social media savvy. Interest in international cinema and children's pre-emergent literacy. Write and perform own pieces, stand-up. Certified Yoga Instructor.