




Michelle Kelleher

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www.michellekelleher.com 

Skills

- Teaching
- Organization
- Spanish Language
- Portuguese Language
- Translation to English
- Facilitation, mediation, conflict resolution
- Event and project planning
- Microsoft Office- Word, Excel, Powerpoint
- MAXQDA & Qualitative Research
- WordPress content creation & management

Education

2015 - 2017

MA, City and Regional Planning / University of North Carolina at Chapel Hill / Chapel Hill, NC

Specialization: Community and Economic Development

Awards: Foreign Language Area Studies Scholarship for Brazilian Portuguese, 2016-17 Academic Year

Master's Project: *The Public Realm, The Right to the City, and Public Space*

2008 - 2012

BA, Global Studies & Psychology / University of Illinois at Urbana-Champaign / Champaign-Urbana, IL

Specialization: Community and Economic Development, Latin America

Honors: James Scholar, 2008 – 2012

JAN. – JUN. 2011

Universidad de Congreso / IFSA-Butler Argentine Universities / Mendoza, Argentina

Semester Abroad

Experience

AUG. 2017 – PRESENT

ESL Teacher / Durham Technical Community College / Durham, NC

- Teach beginning ESL class for ~15 adults twice per week

JAN. 2015 – PRESENT

Freelance Translator / michellekelleher.com / Durham, NC

- Offer written translations from Portuguese or Spanish to English
- Create and maintain content for www.michellekelleher.com

JAN. 2015 – PRESENT

Yoga Teacher / Durham, NC

- Guide yoga classes at co-working space and local studio

JAN. 2014 – MAY 2016

Portuguese Teacher / UNC-Chapel Hill, Chapel Hill, NC

- Independently instruct undergraduate PORT 101 section for 20 students

FEB. – OCT 2014

Grantee / William J. Fulbright Program / Araguaína, Brazil

- Led activities in English classes at the Federal University of Tocantins
- Organized and facilitated International Development workshop for students and staff
- Created public yoga program for seniors, students, and community members

OCT. – DEC 2013

Intern / Plant Chicago / Chicago, IL

- Guided building tours in English and Spanish
- Contributed to revision of tour guide and educational materials
- Participated in the formation of Plant Chicago auxiliary board

SEP. 2012- AUG. 2013

Teacher & Administrative Assistant / Fundación Internacional Maranata / Bogotá, Colombia

- Contributed to organization of large-scale events for international guest speakers
- Assisted coordination of an international global children's conference
- Developed fundraising efforts and strategy
- Coached four organizational management workshops for staff
- Translated documents, videos, emails, and letters
- Organized schedule and activities for 8 American missionaries
- Managed organization's website
- Coordinated and implemented ESL curriculum for 30 children, ages 5-12
- Facilitated children's ESL classes daily

FEB. 2012- JUNE 2013

English Teacher / Corporación Unificada Nacional / Bogotá, Colombia

- Instructed 4-month, beginner level English course to 30 students, ages 12 – 40
- Prepared all teaching and evaluation materials for course
- Organized supplementary activities outside of class

MAY- AUG. 2012

Intern / Do Good Consulting / Urbana, IL

- Observed and contributed to activities of an organizational consultant for non-profit organizations
- Participated in coaching sessions, webinars, meetings, lectures, luncheons, and fundraisers, involving diverse clients, partners, and community members

FEB. 2010 - MAY 2012

Tutor / Urbana Adult Education Center / Urbana, IL

- Tutored at adult literacy center once per week for ESL and math skills

SEPT. 2010 – FEB. 2011

Intern / Champaign County Health Care Consumers / Champaign, IL

- Responded to hotline calls and contribute to organizational and advocacy efforts

SEPT 2009 - DEC. 2010

Mentor / INTERLINK / Urbana, IL

- Met regularly with 1 Chinese student per semester to practice English, answer questions, and provide support regarding living in U.S. and on campus

Additional Training & Certification

2014

Yoga Alliance- 200 Hour Vinyasa Flow Teacher Certification / Yoga Flow Institute / São Paulo, Brazil

2012

190-Hour TEFL/TOEFL Teacher Certification/ International TEFL Academy / Chicago, IL

2011

Certificate in Global Business Culture/ University of Illinois at Urbana-Champaign / Champaign-Urbana, IL