

Brittany Helfrich, M.A.
EIS Instructor at Louisiana State University

Education

<i>School</i>	<i>Term</i>
University of Louisiana at Lafayette (UL) – Lafayette, LA Master's, Major: English – TESOL, 3.8 GPA	<i>August 2013 – May 2015</i>
Louisiana State University (LSU) - Baton Rouge, LA Bachelor's, Major: English – Secondary Education, 3.3 GPA Certification: ESL Certified	<i>August 2009 – May 2013</i>
Certificate: Strategies for Making Content Accessible to ELs TEFL Certification – International TEFL Academy	<i>March 2019</i> <i>January 2018</i>

Teaching Experience

<i>English for International Students Instructor</i> Louisiana State University, Baton Rouge, LA	<i>August 2020 - Present</i>
<ul style="list-style-type: none">• Written English Program instructor (3 courses)• Assist in Written Program assessment and placement• Trained in Michigan Exam and Oral Proficiency Interview• Develop and implement instructional materials and lesson plans• Assess student compositions and overall written English abilities• Spoken English Program instructor (for international TAs)• Assist in Spoken English Program assessment and placement• Assess international TAs spoken competency• Maintain office hours• Assist in yearly General Education assessments	
<i>English as a Second Language Instructor</i> Southeastern Louisiana University, Hammond, LA	<i>March 2023 – December 2023</i>
<ul style="list-style-type: none">• Instructor (grammar, writing, reading, vocabulary, listening/speaking)• Assisted in evaluation and placement of students• Assisted in textbook selection and course design• Maintain office hours	
<i>Panamá Bilingüe instructor</i> Southeastern Louisiana University, Hammond, LA	<i>August 2015 – December 2019</i>
<ul style="list-style-type: none">• Instructor (grammar, writing, reading, vocabulary, listening/speaking)• Assisted in evaluation and placement of students	

- Assisted in textbook selection and course design
- Planned and implemented all meetings, student functions, and extracurricular activities
- Taught additional summer program for high school students from Panama

Panama Bilingue Academic Coordinator

May 2018 – December 2018

Southeastern Louisiana University, Hammond, LA

- Completed regular instructor duties
- Responsible for creation of schedule, levels, and curriculum
- Responsible for alteration and implementation of final program portfolio and presentation
- Planned and implemented all meetings, student functions, and extracurricular activities

Panamá Bilingüe Online Module instructor

August 2017 – August 2018

Southeastern Louisiana University, Hammond, LA

- Responsible for development, structure, content, and delivery of program
- Online instructor
- Assisted in placement of students
- Assisted in course design and implementation
- Responsible for communicating with students about assignments
- Responsible for evaluating student assignments and performances

English for Academic and Professional Purposes Instructor

May 2015 – August 2015

Tulane University, New Orleans, LA

- Summer instructor
- Developed instructional materials and lesson plans
- Evaluated student assignments and tests
- Evaluation and placement/end-of-session assessment
- Panamá Bilingüe – Instructing 15 teachers from Panama in professional and linguistic development
- Taught an ESP in English for American Law for LLMs
- Coordinated on/off-campus events and trips
- Participated in all meetings, functions, extracurricular activities

Intensive English Program Instructor

January 2015 – May 2015

University of Louisiana at Lafayette, Lafayette, LA

- Prepared instructional materials and lesson plans
- Graded student assignments and tests
- Evaluation and placement/end-of-session testing
- Maintained office hours

- Attended and participated in all IEP teachers' meetings, student functions, and extracurricular activities

UL Graduate Teaching Assistant – ESOL 101

August 2014 – December 2014

University of Louisiana at Lafayette, Lafayette, LA

- Taught using professor's lesson plans
- Graded student assignments and tests
- Maintained office hours

UL Writing Center Tutor

August 2013 – May 2014

University of Louisiana at Lafayette, Lafayette, LA

- Scheduled and checked-in appointments
- Tutored and helped students with any writing or English-related assignments
- Maintained appointment records

Student Teacher

January 2013 – May 2013

Broadmoor High School, East Baton Rouge, LA

- Observed mentor teacher
- Taught all class periods
- Created own unit and lesson plans for one class
- Graded student assignments and tests
- Monitored student behavior

ESL Tutor

January 2012 – December 2012

Louisiana State University, Baton Rouge, LA

- Tutored two ESL students
- Worked with one Engineering major to edit reports for grammar
- Worked with one Mathematics major on reading and pronunciation

Conferences Attended

Name

Date

Louisiana TESOL Conference

October 2019, November 2018

Panama Bilingue Congress, Panama City, Panama

May 2017

Southeast TESOL Regional Conference, New Orleans, LA

October 2015

Work Experience

Volunteer intern

January 2015 – December 2015

Japan Society of New Orleans, New Orleans, LA

- Managed organization's social media and e-mail
- Assisted in planning exchange program
- Managed and updated organization's website

- Participated in any events planned by organization

LSU Work-study program

Department

Dates

Department of Marketing Office

August 2009 – May 2013

Louisiana Business and Technology Center (LBTC)

March 2012 – December 2012

Volunteer and Community Activities

Organization

Dates

Lafayette Schools' ESL summer camp

July 2014

LaTESOL member

November 2014 – Present

National Council of Teachers of English

August 2012 – August 2013