

Janet George

Profile

Instructional designer, trainer, and TESOL specialist

Experience

Instructional Designer

Oral Roberts University (Tulsa, Oklahoma)

Aug 2014 – Present

- Assist provost in developing academic strategies with special emphasis on curriculum enhancement and faculty support
- Design and develop training material for web-based delivery based on sound instructional systems
- Work with content experts and media specialists to convert different types of information/content into instructional material

ELL Instructor

University Language Institute (Tulsa, Oklahoma)

Feb 2014 – July 2014

- Help students learn English for their academic, business, and personal goals by implementing school approved curriculum
- Document teaching and student learning outcomes
- Provide a safe and optimal learning environment

Adjunct Faculty

College of Education, Oral Roberts University (Tulsa, Oklahoma)

Aug 2013 – Present

- Prepare teacher candidates to teach English Language Learners
- Teach cross-cultural communication skills at an undergraduate level
- Facilitate group presentations and other related activities to develop communication skills
- Teach about suitable methods and materials for use in ELL classrooms

Graduate Assistant

College of Education, Oral Roberts University (Tulsa, Oklahoma)

Aug 2012 – Aug 2013

- Perform a variety of administrative tasks including data entry, data analysis, collating marketing materials and presentations
- Provide assistance with event planning and preparation

- Facilitate projects and serve on short-term projects for the College of Education, ORU
- Support departmental processes related to student recruitment including contacting prospective students, creating marketing materials, preparing orientation activities, and delivery of presentations
- Assist faculty members with research projects and literature reviews

Reading Instructor

Institute of Reading Development (Oklahoma & Arkansas)

Summer 2012, 2013

- Taught reading skills to students of different ages (children & adult learners)
- Led engaging, thoughtful discussions during class activities
- Trained parents to support their child's reading skills at home
- Offered individualized book-level recommendations and one-on-one guidance to improve reading skills

AVID (Advancement via Individual Determination) Tutor

Tulsa Public Schools (Tulsa, Oklahoma)

Mar 2012 – June 2012

- Facilitated the tutorial learning process & implemented AVID methodologies
- Took active part in developing academic strength of AVID students
- Assisted high school students to successfully complete college eligibility requirements
- Collaborated with class teachers to manage tutorial sessions

Substitute Teacher

Tulsa Public Schools (Tulsa, Oklahoma)

Mar 2012 – June 2012

- Managed classroom instructional program as specified by lesson plans
- Directed classroom activities to meet specific learning objectives

Editor

Expertus Inc. (Chennai, India)

April 2009 – April 2010

- Edited and proofread web-based e-learning courses
- Ensured that e-learning courses were reader-friendly and met with client specifications
- Conducted training sessions for instructional designers

Corporate Trainer & Consultant

Ma Foi Academy (Chennai, India)

Sep 2008 – Feb 2009

- Trained college graduates at the Indian Institute of Technology (Chennai, India) on written and verbal communication skills
- Conducted training sessions on written skills in different organizations, e.g. Shell India, Cognizant
- Facilitated workshops on cross-cultural sensitivity for clients preparing to relocate to the U.S. for employment
- Taught telephone skills and customer service skills to call center operators

Instructor

Bahrain Training Institute (Isa Town, Bahrain)

July 2000 – July 2008

- Taught English Language Learners at Basic, Intermediate, & Advanced levels
- Helped prepare training materials (handouts for trainees & instructors) on a variety of topics, including presentation skills, report writing skills, business writing, interview skills and English for Specific Purposes
- Worked as program leader of the National Diploma Year 2 Program
- Organized and led team meetings to discuss program objectives and strategies
- Coached and mentored entry-level teachers to develop outcome-oriented course goals & activities

Education

■ Ed.D (Higher Education Leadership)

Oral Roberts University, Tulsa, OK

In progress

■ M.A. (English Literature)

University of Madras, Chennai, India

Aug 1997 - Apr 1999

■ B.A. (History)

University of Madras, Chennai, India

July 1994 – Apr 1997

■ B.Ed. (Education)

Indhira Gandhi National Open University, Bahrain

Dec 2003 – Dec 2005

■ TEFL (Teaching English as a Foreign Language)

Online certification

Aug 2007

Professional / Honor Society Memberships

- Kappa Delta Pi - President (ORU Chapter)
- OKTESOL (Oklahoma Teachers of English to Speakers of Other Languages) - Member
- OABE (Oklahoma Association for Bilingual Association) - Member