

KELLY MAYO

3529 Beneraid Street • Land O Lakes, FL 34638 • (813) 418-9424
Kst.ongc@spartans.ut.edu

EDUCATION

Bachelor of Arts

August 2013

The University of Tampa

Double Major: English and Writing

Double Minor: Journalism and Spanish

- Maintained **3.61 GPA** while working 15-35 hours per week

- **Honors:** Honors Program Distinction, **Advancement of Letters Award from The College of Arts and Letters (Top overall departmental award)**, La Sociedad Nacional Honoraria Hispánica Sigma Delta Pi (The Spanish Honors Society)

RELEVANT EXPERIENCE

Florida University Gate -

Tampa, FL

Supervisor: Mutasim Sarour

Contact: mutasim1212@yahoo.com

IELTS Preparation Coordinator/Director

May 2016 - Present

- Creating a unique curriculum for a growing test-prep school
- Creating sample lesson plans for new instructors
- Researching different types of essay responses based on the kind of prompt given
- Teaching students methods for writing an academic essay in a timed setting
- Teaching students how to actively read and take notes at home and for an exam

ELS Language Center

Tampa, FL

IELTS Invigilator/OMR Evaluator

June 2013 – March 2016

- Maintained required testing conditions
- Disposed of testing materials according to IELTS test standards
- Evaluated Optimal Mark Reader responses for IELTS exam

ELS Summer Camp Youth Instructor

June 2014/June 2016

- Created daily lesson plans
- Engaged students in English language through technology and interactive activities

Supervised Internship in TESOL

June – August 2013

- Mentored international postsecondary students
- Assisted with English language learning
- Counseled students about possible career paths and college choices

American TESOL Institute

Tampa, FL

Supervisor: Leigh Blanchard

Contact: lblanchard@tesolmail.com

TESOL Certification Instructor

June 2013 – January 2016

- Collaborated with students through email and online submissions
- Taught a 20-hour face-to-face course in TESOL methods and lesson planning
- Searched for innovative ways to teach English and shared findings with students
- Brought materials into the classroom for demonstration (hands on activities)

Dr. Earl J. Lennard High School

Tampa, FL

Supervisor: Dept. Head Allyson Wulffert

Principal: Mr. Craig Horstman

Contact: (813) 641-5611

English Instructor

2013 – 2014 Academic year

- Instructed/managed 10th grade and 12th grade English classes (approx. 120 students total)

KELLY MAYO

3529 Beneraid Street • Land O Lakes, FL 34638 • (813) 418-9424
Kst.onge@spartans.ut.edu

- Evaluated student work through essays, in-class assignments, and homework on Edsby (online portal for students, parents, and teachers)
- Created daily lessons and used technology in the classroom

Hillsborough Community College

Tampa, FL

Writing Tutor/Counselor

September 2013 – October 2013

- Advised students with writing assignments
- Taught students proper essay formatting for AP, APA, and MLA styles of writing
- Taught students English grammar and essay strategies for their college classes

The Minaret (Student Newspaper)

The University of Tampa

Assistant Arts and Entertainment Editor

August 2012 – May 2013

- Collaborated with a staff of more than twenty writers
- Developed a weekly newspaper and quarterly magazine

Writer

August 2011 – May 2013

- Worked under strict deadlines
- Presented ideas for publication

SPECIAL SKILLS

- **Certification:** TESOL (Teaching English to Speakers of Other Languages), English grades 6-12 (expired June 2016)
- **Certification:** AHA BLS for Healthcare Providers 05/2015 – 05/2017
- **Creative Software:** Adobe Creative Suite: Premiere, InDesign
- **Office:** Microsoft Word, Excel, PowerPoint; Google Docs
- **Languages:** Spanish, conversational reading, writing, and speaking