

Steven M. Mercier

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ESL/EFL TEACHING EXPERIENCE

Senior Instructor (August 2017-present), **Adjunct Instructor**, (August 2016-July 2017)

INTO USEF, University of South Florida

Tampa, Florida

- Deliver content-based instruction in English for Academic Purposes for credit and non-credit courses to international graduate students and undergraduate students
- Advise and coach students through regular individual meetings
- Review curriculum with colleagues and make revisions as necessary
- Present on strategies for efficient use of curriculum technology
- Present workshops and lectures on teaching-related topics to faculty and staff
- Coordinate faculty forum for administrative issues

Instructor, Intensive English Program, NC State University

Raleigh, North Carolina (August 2015-December 2015)

- Designed lesson plans and delivered instruction in academic English for reading, writing, and listening to intermediate- and advanced-level students in pre-university intensive English program
- Managed student grading for classwork, homework, assessments, attendance, participation and other grade items via Moodle software
- Designed, administered and graded assessments via corresponding online components for writing and listening classes
- Researched supplementary listening materials for application to note-taking assignments and diagnostic assessments
- Devised journal assignments and other assessments for independent reading projects
- Collaborated with colleagues to ensure uniform instruction across sections
- Held individual tutoring sessions for students and provided supplementary assignments relating to classwork as needed
- Worked with academic coaching staff to ensure student adherence to academic integrity standards
- Participated in and contributed to professional development sessions with lead instructors and program staff throughout the term

Instructor, INTERLINK Language Centers, University of North Carolina at Greensboro

Greensboro, North Carolina (March 2015-July 2015)

- Delivered instruction in reading, writing, speaking and listening to intermediate- and advanced-level students in pre-university intensive English program
- Reviewed students' written and spoken work to determine advancement to higher levels
- Advised students on English immersion opportunities, study habits, time management and adjustment to life in the US
- Administered level testing in speaking and writing

Visiting Professor, Center for International Affairs, Jeju National University,

Jeju-si, Jeju-do, Republic of Korea (August 2009-December 2014)

- Taught credit and non-credit courses in English reading, writing, speaking and listening to undergraduate students, university employees, and Korean government employees
- Developed curriculum and assessment plans for all courses given, including elective courses on business English, new media writing, public speaking, survival English, and cross-cultural communication
- Coached and prepared student teachers for overseas teaching internships in English-speaking countries by delivering courses on teaching methodologies
- Advised and tutored students on an individual basis during office hours
- Delivered specialized English refresher courses for students who had recently returned from study abroad and overseas internships
- Developed and administered placement examinations and post-tests for program

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- Compiled post-course survey data from program students
- Interviewed and assessed language ability of overseas study candidates for programs outside of department,
- Interviewed and assessed language ability of Korean English teachers applying for the Korean government's TALK program
- Interviewed and assessed language ability of potential new hires for office staff
- Served as judge for university-sponsored English public speaking contests

English Language Instructor, Bluedata International Institute

New York, NY (February 2008-June 2009)

- Designed lesson plans and taught integrated skills classes in English as a second language to adult students
- Developed, administered and scored achievement tests
- Organized and led biweekly field trips for students

English Language Instructor, Wuhan University Summer Intensive English Program in collaboration with Ohio State University

Wuhan University, Hubei Province, People's Republic of China (July 2008-August 2008)

- Taught content-based English courses to approximately 200 Chinese university students, with focus on public speaking and listening skills
- Developed vocabulary and media directories for student workbook publication
- Assessed students in the delivery of final speech projects
- Compiled photos and video clips for final media records of program and for Ohio State University marketing/public relations purposes
- Authored articles and commentary for university-sponsored program website
- Led students in extracurricular activities, including baseball games and campfire song nights
- Advised students on pursuing higher education in the US during university-sponsored college fair

English Language Instructor, Community English Program,

Teachers College, Columbia University

New York, NY (February 2007-December 2007)

- Designed lesson plans and taught integrated skills classes in English as a second language to adult students
- Developed mid-term and final achievement tests with similar-level teachers
- Rated student responses on written and oral placement tests

English Language Instructor, Community Impact –Jobs and Education Empowerment Program (JEEP), Columbia University

New York, NY (March 2004 -May 2004)

Designed lesson plans and taught beginning-level courses in English as a second language to adult students from community

English Language Instructor, Fortune Society

New York, NY (September 2003-January 2004)

Designed lesson plans and taught beginning- to intermediate-level English classes for ex-offenders

BUSINESS/ADMINISTRATIVE EXPERIENCE

Account Executive/Executive Assistant, MLX

New York, NY (November 1999-June 2008)

- Trained over 1,500 real estate agents, administrators and IT specialists on proprietary real estate software programs
- Qualified prospective clients and maintained contacts for subsequent sales efforts
- Provided technical support for products and services via e-mail, telephone and offsite visits to clients
- Represented corporation at trade conventions, product launches and special events
- Facilitated relationships with media partners

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- Optimized search engine rankings for company's consumer websites
- Authored technical support text for websites
- Compiled and organized real estate market data for proposals to federal, state and local government agencies
- Acted as on-site accounting liaison for company banking, credit card processing, disbursements, payroll, health insurance, accounts payable and receivable
- Trained new hires in database management and proprietary software programs

EDUCATION

- **University of South Florida, Tampa, FL**
Online Instructor Certification, November 2017
- **Teachers College, Columbia University, New York, NY**
Master of Arts, TESOL, May 2009
- **The New School, New York, NY**
Certificate, Teaching English as a Second Language, May 2004
- **Dickinson College, Carlisle, PA**
Bachelor of Arts in French and Music, May 1998
- **Dickinson College Study Center and University of Toulouse, France**
(September 1996-June 1997)
Intensive study of French language, literature and culture.

VOLUNTEER WORK

Dickinson Admissions Volunteer Society, Dickinson College (March 2014-present)

- Contact and interview international student applicants to assess suitability for admission to Dickinson

TESOL/Applied Linguistics Roundtable, Teachers College, Columbia University
New York, NY

Vice President (September 2007-December 2007)

President (January 2008 – September 2008)

- Recruited speakers for workshops and colloquia and arranged for honoraria
- Promoted the interests of the TESOL and Applied Linguistics departments

Morris Academy Mentorship Program, Morris Academy for Collaborative Studies
Bronx, NY (February 2005 – June 2008)

- Mentored high school students through study skill reviews, career planning and other activities
- Designed, built and maintained program website

CONFERENCE PRESENTATIONS

- May 2018: *Conversation Analysis for Student-Focused Instruction*. SSTESOL Annual Conference, Orlando, Florida.
- February 2018: *Conversation Analysis for Student-Focused Instruction*. BART Tech Day, University of Tampa, Florida.
- March 2017: *ZING! KABLOOEY! Pop Culture In My Content?* Spring 2017 Teacher Development Day, INTO USF, University of South Florida, Tampa, Florida.
- October 2016: *Happy Media: Balancing Content-Based Instruction and Learner-Centeredness*. 2016 Teacher Development Day, INTO USF, University of South Florida, Tampa, Florida.
- October 2014: *Business English on a Budget*. 2014 KOTESOL-KAFLE International Conference, COEX, Seoul, South Korea.
- October 2012: *21st Century Listening: Reaching Learners of Multiple Styles Through Technology*. The 20th Annual KOTESOL International Conference. Sookmyung Women's University, Seoul, South Korea.

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PROFESSIONAL AFFILIATIONS

TESOL, Inc. – Member, 2008-present; Poster Session Proposal Reviewer for 2008 national conference

BART (Bay Area Regional TESOL), February 2017- present; Webmaster, June 2017-present

SSTESOL (Sunshine State TESOL), February 2017-present

KOTESOL, Jeju Chapter, 2012-2014

NYS TESOL, 2007-2009

LANGUAGES

Fluent French; basic conversational and written Korean; informal self-instruction in Spanish, German, and Japanese; coursework in basic Mandarin.

COMPUTER SKILLS

Microsoft Office (Word, Excel, Powerpoint, Outlook); Canvas; Moodle; Adobe Photoshop and similar programs; basic HTML, basic knowledge of DNS, FTP and TCP/IP concepts, search engine optimization concepts; numerous audio-recording, file conversion, file transfer and website editing programs.