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SUMMARY OF SKILLS & QUALIFICATIONS

- Strong verbal, writing, and research skills. Extensive experience and expertise in academic, scientific, technical and legal writing, editing, translating and research
 - Teaching experience, research and original curriculum development in the fields of Romance languages, Latin, standardized test preparation, linguistics, applied linguistics and English as a Second Language (ESL)
 - Administrative experience in the teaching of foreign languages, English as a Second Language (ESL), standardized test preparation and teacher training programs
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PROFESSIONAL EXPERIENCE

January 2016
to Present

COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION (CEA)

Alexandria, Virginia

CEA's mission is to promote excellence in the field of English language teaching and administration, as well as to protect the interests of students, through accreditation of English language programs and institutions worldwide.

COMMISSIONER (2016-2018)

The 13 member Commission, which governs CEA and makes accreditation decisions, is a body of elected and appointed members. It is responsible for setting CEA policy, for making accreditation decisions, and for fostering the continued development of CEA.

November 2016
to Present

LANGUAGE ON

Miami Beach, Florida

Private accredited language institution founded in 2009

CHIEF ACADEMIC OFFICER

- Responsible for ensuring that the day-to-day academic operations of the institution are carried out.
- Work directly with owners, directors, other members of the school's management team and faculty to ensure that all instructional programs are executed in accordance with school policies, CEA accreditation standards and SEVP regulations.
- Direct and oversee the recruitment, selection, training and professional development of new and experienced faculty.
- Serve as the institution's PDSO (Principal Designated School Official), CEA Accreditation Coordinator and TOEIC Test Center Administrator.

January 2004
to Present

FREELANCE TRANSLATOR AND LANGUAGE SPECIALIST

Miami, Florida

ATA-certified translator specializing in literary, legal, academic, scientific and technical documents

- Translated and edited documents from a wide variety of genres and styles from Spanish, French and Latin into English, from English into Latin, and from English and Latin into Spanish for private clients and language services companies.
- Provided on-air language consultation for Telemundo Spanish language television network. (<http://www.richardmcdorman.org/2013/09/22/guest-appearance-on-telemundos-yo-me-llamo>)
- Served as Head Test Developer (English ↔ Spanish) for BilingualBility's language testing program.
- Provided linguistic consultation and grammaticality judgments for private clients and language services and technology companies, including SDL (the maker of Trados).
- Translated television dialogue for Fox Cable Networks.

December 2008
to Present

EDUCATIONAL TESTING SERVICE (ETS)

Ewing, New Jersey

Nonprofit educational measurement organization, test maker, and administrator of standardized tests, including the SAT, GRE, CLEP, TOEIC, and TOEFL

STANDARDIZED TEST ESSAY RATER

- Scored examinees' written responses for the TOEFL iBT (an English proficiency test), SAT and Texas STAAR testing programs in accordance with established benchmarks and standards.
- Achieved and maintained essay rater certification and met program performance standards set by Educational Testing Service.

October 2003
to October 2016

INLINGUA LANGUAGE CENTERS

Miami, Florida

International language training, test preparation, and translations and interpreting organization, with international headquarters in Bern, Switzerland, and Florida headquarters in Miami, Florida

DIRECTOR OF PROGRAMS AND PROFESSIONAL DEVELOPMENT (2007-2016)

- Managed the Department of Programs and Professional Development from the Florida Head Office.
- Directed and oversaw the recruitment, selection, training and professional development of more than one thousand language and test preparation instructors.
- Developed and conducted training seminars and workshops on topics related to language teaching and learning, standardized testing, writing, and literacy (including second language acquisition, language assessment, and linguistic description and analysis).
- Served as institutional DSO (Designated School Official), CEA Accreditation Coordinator and TOEIC Test Center Administrator.

COORDINATOR OF TEACHER TRAINING AND TEST PREPARATION (2005-2007)

- Developed and implemented a comprehensive training program for language and test preparation instructors.
- Trained new instructors in teaching methodologies, course curricula and administrative policies and procedures.

INSTRUCTOR OF ENGLISH (ESL), LATIN AND TEST PREPARATION (2003-2005)

- Taught English as Second Language (ESL), Latin and test preparation to adult students.
- Created and implemented supplemental teaching and learning materials.

September 1995
to June 1996

THE UNIVERSITY OF CHICAGO

Chicago, Illinois

Private university founded in 1890

LECTOR OF ROMANCE LANGUAGES

- Appointed to the teaching rank of *Lector* for the 1995-1996 Academic Year.
- Taught two graded undergraduate sections of *Introductory Spanish*.

September 1990
to May 1992

MADISON HOUSE AT THE UNIVERSITY OF VIRGINIA

Charlottesville, Virginia

Established in 1971, Madison House provides free services to needy members of the Central Virginia community.

INSTRUCTOR OF ENGLISH (ESL)

- Taught English as a Second Language (ESL) to migrant workers from Mexico and Central America.
- Helped students develop foundational literacy and academic skills.
- Provided English language learners with assistance adjusting to life in the United States.

EDUCATIONAL QUALIFICATIONS

PROFESSIONAL CERTIFICATE IN GENERAL TRANSLATION

DUAL SPECIALIZATION IN SPANISH TO ENGLISH AND ENGLISH TO SPANISH TRANSLATION

NEW YORK UNIVERSITY (2016)

GRADUATE CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

PENNSYLVANIA STATE UNIVERSITY (2012)

PROFESSIONAL CERTIFICATE IN SPANISH TO ENGLISH TRANSLATION

NEW YORK UNIVERSITY (2011)

MASTER OF LIBERAL STUDIES

SPECIALIZATION IN ANCIENT STUDIES

UNIVERSITY OF MIAMI (2003)

MASTER OF ARTS IN LINGUISTICS

UNIVERSITY OF CHICAGO (1996)

BACHELOR OF ARTS IN LINGUISTICS, *with Highest Distinction*

UNIVERSITY OF VIRGINIA (1994)

PUBLICATIONS

- *English 5* (Student Textbook, Teacher's Edition, and Audio CDs. Bern, Switzerland: inlingua International. 2015. ISBN: 9783906028057)
- *Presenting English Grammar: The English Instructor's Training and Reference Handbook* (Miami: New Millennium Language Press. 2013. ISBN: 9780985368104)
- *Understanding African-American English (AAE): A Course in Language Comprehension and Cross-Cultural Understanding for Advanced English Language Learners in the United States* (TESOLblog.org. 2012)
- *Language and the Ancient Greeks and On the Decipherment of Linear B (A Pair of Essays)* (2010. ISBN: 9780983911234)
- *Liberty and Scientific Evidence in the Courtroom: Daubert v. Merrell Dow Pharmaceuticals, Inc. and the New Role of Scientific Evidence in the Criminal Courts* (2010. ISBN: 9780983911227)
- *Managing Successful Meetings* (Student Textbook, Teacher's Edition, and Audio CDs. Bern, Switzerland: inlingua International. 2009. ISBN: 9783905812510)
- *Universal Iconography in Writing Systems: Evidence and Explanation in the Easter Island and Indus Valley Scripts* (2009. ISBN: 9780983911203)
- *The Development of Government and Religion in the State of Israel: Competing Interests in the Movement toward Modernity in the Jewish State* (2009. ISBN: 9780983911210)
- *The Accent Reduction Training and Reference Manual* (Miami: inlingua Language Centers. 2006)
- *Labial Instability in Sound Change: Explanations for the Loss of /p/* (Chicago: Organizational Knowledge Press. 1999. ISBN: 0967253705)
- *An Analysis of Norwegian Vowels: What Determines the Topography of a Vowel Space?* (With J. Lowenstein, K. Landahl, P. Viechniki, and M. Ziolkowski. J. Acoust. Soc. Am. 98, 2966. 1995)

SELECTED TRANSLATIONS

- [*Fraud in Times of Crisis*](#) (*El fraude en época de crisis*) by Frank L. Holder and Jose M. Pineiro. Originally published in the academic journal *Economía Exterior* (Number 48, Spring 2009)
 - [*Water \(Agua\)*](#) by Pura López-Colomé
 - [*Dreamtigers*](#) by Jorge Luis Borges
 - [*Silence near an Ancient Stone \(Silencio cerca de una piedra Antigua\)*](#) by Rosario Castellanos
 - [*I'm Going to Sleep \(Voy a dormir\)*](#) by Alfonsina Storni
 - [*Me at the Bottom of the Sea \(Yo en el fondo del mar\)*](#) by Alfonsina Storni
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LANGUAGE PROFICIENCY AND CERTIFICATIONS

- Certified by the American Translators Association (ATA) for translation from Spanish into English
 - Certified by Pennsylvania State University for Teaching English to Speakers of Other Languages (TESOL)
 - Full fluency in Spanish
 - Competence in French and Mandarin Chinese (spoken only)
 - Expert reading knowledge of Latin and advanced reading knowledge of Old English
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OTHER ACHIEVEMENTS

- Delivered keynote address on multimedia instructional technologies at the 2011 inlingua Americas Conference
- Served as on-air language expert for Telemundo Spanish language television network
- Authored two English as a Second Language (ESL) textbooks, audio CDs and teacher training manuals used throughout the world
- Wrote and published a series of best-selling essays in the humanities and social sciences
- Developed original Spanish to English language assessment instruments to measure functional bilingual ability in the workplace
- Created a novel instructional framework and designed original course materials for incorporating instruction in African-American English (AAE) in ESL programs in the United States (the first published course materials of their kind)
- Continue to work as one of the few professional Latin to English translators in the world