

Angélique P. Stevens

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EDUCATION

Middlebury Institute of International Studies at Monterey (MIIS) Monterey, CA
Master of Arts in International Education Management Candidate 2015

- International Students and Scholars Services (ISSS), Program Design & Assessment
- Intercultural Competency, Developing Intercultural Training, Intercultural Group Dynamics
- Marketing & Recruiting, Budgeting in International Organizations
- Staff Management in International Context

Université de Nice Sophia Antipolis Nice, France
Bachelor of Arts in English Language, Literature and Civilization June 2014

LANGUAGE SKILLS

Fluent in French
Fluent in English
Intermediate in Spanish

COORDINATION & STUDENT RECRUITMENT EXPERIENCE

Middlebury Institute of International Studies at Monterey (MIIS) Monterey, CA
Graduate Assistant, Office of Admissions 2014 - 2015

- Ensured seamless recruitment through efficient processing of application materials
- Managed and updated Banner inquiry and applicant database on a daily basis

Middlebury Institute of International Studies at Monterey (MIIS) Monterey, CA
Campus Tour Guide 2014 - 2015

- Served as a liaison between prospective students and different departments on-site
- Advertised features of campus through informative and comprehensive tours
- Provided first real-life experience of institution for domestic and international prospective students

American Discovery Newport, OR
Regional Coordinator Summer 2014

- Coordinated interactions between corporate office, host families and students
- Utilized a variety of media to ensure program reputation and continuity in the local community
- Educated host families on cultural diversity and tolerance through personal advising sessions

American Discovery Newport, OR
Regional Recruiter Spring 2014

- Conducted home visits to screen and inform host families about cultural differences
- Utilized several media to ensure program recruitment (newspaper articles, class presentations)
- Kept organized and precise records of families to track interactions and facilitate outreach efforts

CONSULTANT WORK

Education First <i>Ten Practicum Deliverables for Education First Monterey Bay</i>	Monterey, CA July-Present
Rider University <i>Working with International Teens: An Intercultural Training for Study Tours Program</i>	Monterey, CA Spring 2015
Panrimo <i>Marketing & Recruiting Plan for American College Students</i>	Monterey, CA Fall 2014

TEACHING EXPERIENCE

Santa Catalina School <i>Private French tutor</i> <ul style="list-style-type: none">Coached an eighth-grader to reach fluency on a one-on-one basis with targeted lessons	Monterey, CA 2014 - 2015
Language-in-Motion <i>Guest Lecturer</i> <ul style="list-style-type: none">Created presentations for high school classes from IB French to IntermediateCreated a database of useful French resources for teachers in the Salem area	Salem, OR Fall 2013

INTERCULTURAL AND INTERNATIONAL EXPERIENCE

Willamette University <i>University exchange with International Student Exchange Program (ISEP)</i> <ul style="list-style-type: none">Increased knowledge of nuances and challenges of study abroad	Salem, OR Fall 2013
Cultural immersion <i>Summer in Christchurch</i> <ul style="list-style-type: none">Spent one and a half months in the Southern Hemisphere	New Zealand 2010
Sponsored Language Camps <i>High-school sponsored homestay exchange in Madrid, Spain</i> <ul style="list-style-type: none">Participated in a competitive school-run exchange program with Spanish private school	Spain & UK March 2009
Summer English Language Immersion Programs <ul style="list-style-type: none">ESL classes in Westport, Mayo, Ireland and Hastings, Sussex, UK	Ireland & UK 2006-2009

SPECIALIZED TECHNOLOGY SKILLS

Conferencing Software	Adobe Connect, FaceTime, Skype
Google Drive Suite	Drawings, Docs, Forms, Sheets, Slides
Learning Management Software	Canvas Instructure
Microsoft Office Suite	Excel, PowerPoint, Word
Student Information Database	Internet Native Banner (INB), Student Exchange Visitor Information System (SEVIS)