# Tara Elizabeth Jordan

10378 Sw. 50th St. Cooper City, United States, Florida 33328 • (954) 253-9459 • [tej5@students.uwf.edu](mailto:tej5@students.uwf.edu)

**Education**

Dual Degree, Bachelor of Arts, Diversity Studies, and International Studies with Human Resources and Management Development Certifications

University of West Florida, Pensacola, FL May 2013

* Member of Society for Human Resources Mgmt and Phi Eta Sigma National Honor Society
* Cultural Ambassador of UWF

NCFE Level 5 Certificate in TESOL with Teaching Practice (CELTA/Trinity Alternative)

INTESOL Worldwide LTD March 2014

**Employment**

Teaching Consultant

*TutorABC, Taipei, Taiwan April 1-Present*

* Taught 45 minute English lessons to students as young as 13 using an e-learning and video conferencing system five days a week
* Provided conversation opportunities for students seeking to practice their English skills

Group Fitness Risk Manager

*University of West Florida, Pensacola, Florida January 2013-December 2013*

* Conducted and evaluated formal safety trainings for students 18-45 years old that included mock emergency situations

Pilates and Yoga Group Fitness Instructor

*University of West Florida, Pensacola, Florida January 2010-December 2013*

* Instructed a group of students and faculty ranging from ages 18 to 45 in Pilates and Yoga
* Designed training plans and led participants in two annual three hour Pilates Workshops
* Provided individual, confidential recommendations for healthier diets and injury prevention

Figure Skating Instructor

*Pensacola Figure Skating Club, Pensacola, Florida October 2010-April 2013*

*Pines Ice Arena, Pembroke Pines, FL October 2007–August 200*

* Taught individual and group figure skating skills for recreational purposes and competitive aspirations for students as young as five years old
* Choreographed annual figure skating performance and led performers as young as five through an 8-month training

**Volunteer**

Cultural Ambassador

*Intensive English Program at UWF, Pensacola, Florida August 2013-December 2013*

* Tutored an International University Japanese student with reading, writing, and speaking lessons
* Met with international students as a Cultural Ambassador to practice speaking English as well as attend Intensive English Program events intended to help international students assimilate to life at the University of West Florida and in the United States

**Teaching Competencies**

* Completed 190 Hours in TESOL training including lessons in classroom management, lesson stages and plans, and observation sessions
* Observed 12 teaching sessions and created lesson plans for six personally led lessons

**Language Skills**

English and Basic French

**Interests and Hobbies**

Hiking, camping, and traveling