

Contact Info

Eliza Auckerman
500 Roosevelt Blvd. #200
Falls Church, VA 22044

Education

College of William and Mary, Williamsburg, VA
B.A. in English Literature, May 2003
Overall GPA 3.5
15 credits in TESL-related coursework

George Mason University
6 graduate credits towards E-learning Professional Certificate

Employment History

January 2004 to present

APICS—The Association for Operations Management, Alexandria, Va.
Courseware Quality Program Manager; duties include:

- Manage projects to develop e-courses with a major consulting partner
 - Manage SMEs and development process
 - Editing
 - Design
- Manage updates to courseware
 - Schedule and run meetings with SMEs
 - Confirm and enter changes to courseware
 - Coordinate release of new revision with other stakeholders

Teaching Experience

April 2004 – October 2005, Arlington, Va.

REEP, Arlington County Public Schools

Volunteer classroom aide

- Worked with students one-on-one and in small groups on writing skills
- Taught classes when teacher was unavailable
- Assisted in classroom as needed

September 2001 – April 2003

Rita Welsh Adult Skills Program, Williamsburg, Va.

Volunteer tutor

- Tutored a limited English proficient adult in a one-on-one setting
- Developed specialized lesson plans
- Communicated on a personal and professional level
- Eliminated communication barriers with creative problem solving

May – June 2002

Metomkin Elementary School, Parksley, Va.

Intern in Bilingual Kindergarten Classroom

- Taught one-on-one and small group lessons
- Developed and implemented learning-oriented games for students