

## Jacqueline Feldman

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### Education

2018 B.A. **Washington University in St. Louis**

St. Louis, MO, USA

Psychology & Women Gender and Sexuality Studies.

GPA: 3.73/4.00

Languages: Native English, Fluent Spanish

Skills: Microsoft Word, Excel, PowerPoint, Salesforce, JASP, WordPress, Public Speaking, Customer Service, Google Classroom, Microsoft Teams, Google Drive

### Certifications & Training

September 2021 New Jersey Certificate of Eligibility - Teacher of Psychology Certificate ID 1211964

September 2021 New Jersey Certificate of Eligibility - Teacher of English as a Second Language

Certificate ID 1212000

August 2021 International Baccalaureate Middle Years Project Individuals and Societies Cat. 1 Workshop

### Work Experience

#### **Dragon American Schools**

Torreloñes, Madrid, Spain

*Teacher and Mentor*

September 2021-present

- Teacher of English 9, 10, 11, and 12
- Test preparation for IGCSE and SAT
- Teacher of Psychology 11 and 12
- Teacher of Sex Education
- Mentor to students aged 13-17

#### **Respond Crisis Translation**

Madrid, Spain

*Translator Spanish-English*

March 2020-Present

- Translated immigration case documents from Spanish to English such as declarations, letters of recommendation, identity documents, medical/psychological reports, and news articles

#### **Lowell Public Schools**

Lowell, MA, USA

*Summer Intern*

June 2021-July 2021

- Assistant in 7th grade ELA class, supporting students with extra reinforcement
- Substitute teacher for enrichment courses "Passport to Adventure" and "A Path to Wellness"

#### **Colegio Altamira**

Fuenlabrada, Madrid, Spain

*Auxiliar de Conversación*

September 2020-June 2021

- Assistant teacher to all students from 1st of ESO through 1st of Bachillerato
- Create, plan, execute, and grade various projects for each course of ESO for the bicultural program

#### **LaCuBa/Vecinas de Lavapiés**

Madrid, Spain

*Volunteer Coordinator*

April 2020-December 2020

- Recruit new volunteers for COVID community neighborhood food bank
- Create weekly schedule for all volunteers
- Form part of leadership team making decisions about future direction of the project
- Run social media accounts

#### **IES Juan Gris**

Mostoles, Madrid, Spain

*Auxiliar de Conversación*

October 2018-June 2020

- Assist English language teachers with their classes of students aged 12-20
- Plan lessons to introduce new topics, vocabulary, and grammar
- Plan and teach lessons about US culture and history

- Prepare students for upcoming Cambridge English exams (KET through Advanced) and evaluate student performance

**ESL at St. James**

Somerville, MA, USA

*Volunteer English Teacher*

August 2019

- Teach English to US immigrants of varied levels, beginner to advanced
- Conversation and more structured work from textbooks

**Washington University History Department**

St. Louis, MO

*Research Assistant*

May 2018-August 2018

- Utilized microfilm to conduct in-depth historically local research on HIV/AIDS in the African-American community in St. Louis
- Conducted literature review on current academic work relating to oral history and the transgender and African-American community
- Revised university course (Documenting the Queer Past in St. Louis) syllabus
- Researched, wrote, and compiled an oral history guide to instruct students through each step of the process
- Performed and transcribed oral histories of community elders

**Elaia & Olio**

St. Louis, MO

*Hostess*

May 2018-August 2018

- Simultaneously managed the floors of two of St. Louis' top 100 restaurants
- Provided excellent phone and in-house customer service; listened and responded to guest needs

**Danforth University Center**

St. Louis, MO

*Student Assistant & Student Manager*

January 2015-May 2018

- Oversaw hiring, training, and evaluation process for team of twelve student workers
- Created weekly schedule for student workers to balance requested hours and events
- Created systems for building management, including space reservations, advertising, and general upkeep
- Worked an information desk and provided customer service, campus information, and equipment rentals for students, faculty, and community members using the university center

**Washington University Psychology Department**

St. Louis, MO

*Research Assistant*

August 2015-June 2017

- Assisted in a social and political psychology lab
- Conducted literature review on relevant publications
- Designed and provided feedback on research surveys

**Saint Louis LGBT History Project**

St. Louis, MO

*Student Assistant*

August 2017-December 2017

- Maintained communication between site advisor and team of five students
- Categorized large amounts of historical resources, including newspapers, trophies, and other memorabilia
- Created and utilized a subject tagging system in order to effectively categorize a historic autobiography

**OneSpace**

Swansea, IL

*Client Success Intern*

May 2017-August 2017

- Designed use cases of platform for a client whose contract was ending, resulting in three-month extension

- Reviewed and edited freelancer marketing copy to ensure it was brand specific and adhered to project guidelines
- Recruited and evaluated freelance workers to create ten teams fluent in foreign languages

**Girls in the Know**

St. Louis, MO

*Intern*

January 2017-May 2017

- Analyzed surveys from participants and generated report for board of directors on efficacy of program speakers
- Maintained Facebook and Instagram accounts with audience relevant photos, human interest stories, and events
- Reviewed program curriculum and created recommendations in line with current literature on girls' education

**Saint Louis Crisis Nursery**

St.

Louis, MO

*Intern*

June 2016-August 2016

- Connected families to social service agencies and resources in St. Louis
- Called waitlist of ~60 families waiting for care several times per week
- Supervised children ages 0-12; administered Denver Developmental Assessments and facilitated therapeutic activities