

# SHERRIE KAY SMITH

## EDUCATION

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May 2010      Master of Arts in English for Specific Purposes,  
University of North Carolina at Charlotte,  
Charlotte, North Carolina, United States

August 2003      Bachelor of Arts in International Studies  
University of North Carolina at Charlotte,  
Charlotte, North Carolina, United States  
University Honors Distinction

## CERTIFICATION

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June 2017      Facilitator, FranklinCovey Middle East  
American University of Kuwait; Salmiya, Kuwait

May 2017      Associate Member, International Society for Trainers & Developers  
American University of Kuwait; Salmiya, Kuwait

## EMPLOYMENT

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8/2020- 8/2021      Senior Instructor, Intensive English Program  
American University of Kuwait

- Competitive promotion position
- Mentor new faculty members
- Teach different levels and skills of academic English in an intensive English program
- Assess student performance through graded in-class and homework assignments
- Train instructors on internet-mediated learning technologies such as Moodle, Kahoot, and FlipGrid
- Assist Director with administrative duties as needed

9/2018- 8/2020      Assistant Director/ Instructor, Intensive English Program  
American University of Kuwait

- Special assignment appointment
- Assisted with creating faculty/student schedules
- Mediated faculty and student concerns
- Mentored new faculty members
- Coordinated Grammar I and Grammar II
- Taught different levels and skills of academic English in an intensive English program
- Assessed student performance through graded in-class and homework assignments
- Trained instructors on internet-mediated learning technologies such as Moodle, Quizlet, and Mreader
- Served on various IEP Committees: Technology (chair), Assessment, Curriculum Review & Advisory Committee (CRAC), & Hiring (Spring 2019)
- Served on COVID-19 Online Teaching Taskforce (Spring 2020)
- Served as IEP Faculty Representative (2017-2018)
- Served on Testing Committee (2016-2017)

- 8/2016- 9/2018      Instructor, Intensive English Program  
American University of Kuwait
- Taught different levels and skills of academic English in an intensive English program
  - Assessed student performance through graded in-class and homework assignments
  - Trained instructors on internet-mediated learning technologies such as Moodle, Quizlet, and Mreader
  - Served on Testing and Technology committees
- 9/2016- 7/2016      Lecturer of English  
Ibri College of Applied Science
- Taught academic research and writing in the Foundation & Post-Foundations English programs
  - Assessed student performance through graded in-class and homework assignments
  - Invigilated and marked midterm and final exams
  - Completed midterm and end-of-semester grade reports concerning attendance and course grade
- 1/2012-9/2015      Core Faculty & Level Coordinator  
University of North Carolina at Charlotte
- Taught different levels and skills of academic English in an intensive English program
  - Assessed student performance through graded in-class and homework assignments
  - Supervised and trained a team of 3-5 adjunct instructors each semester
  - Mentored 1-2 instructors new instructors each semester
  - Designed and coordinated extracurricular student social events and faculty appreciation events
  - Collaborated with other University departments to present on ELL issues in the University curriculum
  - Served on committees: Faculty and Director Search, Curriculum, and Educational & Computer-Assisted Technology

## RESEARCH AND OTHER CREATIVE WORK *(IF APPLICABLE)*

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- 12/2017      Kunkel, M., & Smith, S. (2017, December). Improve Student Learning with Dynamic Study Portfolios. *Online Classroom*. 17(12). 2-3. Retrieved from <https://www.magnapubs.com/newsletter/online-classroom/166/Improve-Student-Learning-with-Dynamic-Study-Portfolios-14776-1.html>

## PERSONAL INFORMATION

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- Personal Email:        sherrie.teacher@gmail.com
- Present Address:        Building 13, Apt 8, Salem Al Mubarak St, Block 2, Street 1, Salmiya
- Mobile :                 (965) 9801 3814