



## PROFESSIONAL PROFILE

Thirty years of experience in education, specializing in academic writing, academic and language test preparation, and university placement assistance

## TEACHING AND CONSULTING EXPERIENCE

- 11/17 – present **SELF EMPLOYED**, Jakarta, Indonesia and Athens, Georgia  
*Independent Educational Consultant*
- Assisted students with university admission applications and preparation for language and academic entrance examinations
  - Taught students how to confidently respond to the academic interview for university placement
  - Collaborated with leading organizations in selecting scholarship recipients and preparing the recipients for overseas study
- 02/14 – 11/17 **PT EDUPAC PRIMA SUKSES** (Kaplan franchise), Jakarta, Indonesia  
*Academic Coordinator, Instructor*
- Taught all courses including academic test preparation, language test preparation, and business English
  - Taught workshops on and assisted students with the university application process i.e. the résumé, personal statement, essays, recommendation letters, and personal interview
  - Developed and updated customized curriculum for all non-franchise courses i.e. Academic Writing, Business English, etc.
- 07/09 – 02/14 **SELF EMPLOYED**, Buffalo, New York  
*Instructor, Tutor, Editor*
- Assisted international university students with classroom assignments when writing or speaking proficiency was required
  - Edited international student and faculty writing including essays, term papers, theses, dissertations and articles for publication
- 07/05 – 06/09 **PT PACIFIC EDUCOM** (Kaplan franchise), Jakarta, Indonesia  
*Instructor*
- Taught corporate communications classes, business writing, academic writing, and general English courses for adults
  - Prepared students for GMAT, GRE, and SAT university entrance examinations



- 07/04 – 06/09     **SELF EMPLOYED**, Jakarta, Indonesia  
*Consultant and Trainer – Business Communications in English*
- Taught classes and workshops in Business English and Managerial Communications to numerous Indonesian companies
  - Wrote and edited different types of corporate publications
- 06/04 – 06/09     **PT EOS ANTAR BUDAYA**, Jakarta, Indonesia  
**EXECUTIVE ORIENTATION SERVICES**  
*Instructor*
- Conducted cross-cultural programs for expatriate executives on successful business practices in Indonesia
  - Analyzed executive cultural compatibility using standard assessment measures and advised companies on relocation considerations
- 07/99 – 06/04     **PRASETIYA MULYA GRADUATE SCHOOL OF MANAGEMENT**, Jakarta, Indonesia  
*Department Head, Business English Center*  
*Lecturer, International Comparative Management*
- Created graduate-level managerial communications program taught to over 450 students
  - Supervised all aspects of the Business English Program including planning, staffing, curriculum development, and instruction
  - Taught special topics to executive students on cross-cultural management and cross-cultural communications
- 12/97 – 06/99     **ELS LANGUAGE CENTERS**, Jakarta, Indonesia  
*Instructor*
- Taught corporate and public students in both business and general language courses including GMAT Preparation, TOEFL, American and British Business English, and conversation
  - Created examinations now used as standard on-site corporate tests for American and British Business English
- 09/96 – 11/97     **JAVATRANSIT CONSULTING**, Jakarta, Indonesia  
*Country Manager*
- Supervised project planning, research activities, and business relations for start-up consulting firm specializing in industry analysis and market research
  - Advised Managing Director in Canada regarding range of services, market research methods, pricing, budgeting, and strategic planning for Indonesia



- 05/94 - 08/94     **PT TELEKOMUNIKASI INDONESIA**, Bandung, Indonesia  
*Visiting Faculty, Bandung Graduate School of Management*
- Developed business plan for educational partnership with Delft University in the Netherlands
  - Negotiated corporate sponsorships for national telecommuting seminar held in Jakarta
  - Taught graduate management class on the Management of Service
- 09/86 - 06/88     **ORANGE COUNTY DEPARTMENT OF EDUCATION**, Costa Mesa, California  
*Environmental Program Specialist (Program Director)*  
Orange County Outdoor Science Schools
- Supervised outdoor school site with staff of eleven and approximately 100 students
  - Evaluated and improved staff performance and curriculum
  - Organized and lead teaching activities and staff development

## **EDUCATION**

- May 1995     **UNIVERSITY OF SOUTHERN CALIFORNIA**  
Los Angeles, California  
Master of Business Administration  
Concentrations: International Business, Management & Organization
- May 1991     **UNIVERSITY OF SOUTHERN CALIFORNIA**  
Los Angeles, California  
Bachelor of Arts     Major: Psychology  
Phi Beta Kappa  
Psi Chi - The National Honor Society in Psychology  
Research Emphasis: Social Psychology / Intergroup Relations