



KENNIA DELAFE

102 Lincoln Park Drive, Syracuse, NY 13203
(315) 877-0202 | kdelafe@syr.edu

SUMMARY OF QUALIFICATIONS

- More than fifteen years of experience in the adult education field; successful educational program supervisor, developer, and instructor
- Skills in classroom and online Instructional design, and development and knowledge of Instructional evaluation guidelines
- Excellent time management and strong organizational, problem-solving, and analytical skills; able to work independently and as part of a team; multitasking, detailed-oriented, flexible, work well under stress, and maintain a positive attitude; able to manage confidential and sensitive discussions professionally
- Ability to relate to students without distinction; experience in advising and supporting adult learners in career and employment decisions
- Outstanding skills in the use of MS Suite and Mac applications, GSuit, WordPress, Camtasia, and Adobe Acrobat
- Training in PeopleSoft, Degree Works for student advising, Qualtrics, and file-accessibility standards
- Excellent communication skills in English and Spanish

EDUCATION

2018 MS in Instructional Design, Development, and Evaluation
Syracuse University, Syracuse, NY

2016 BA in Psychology with a Minor in Education
Le Moyne College, Syracuse, NY

ACADEMY HONOR/ GPA: 4.0

2018 International Honor Society

2017 National Honor Society

SELECTED SKILLS AND EXPERIENCE

Academic Learning Specialist

June 2018 - Present

Center for Learning and Students Success (CLASS), Syracuse University, Syracuse, NY

- Assisting the CLASS Director in the design and development of the Academic Integrity workshop series for the First-Year Experience and SummerStart programs
- Assisting in the design and development of the SUCCEED Blackboard organization and materials which aims to assist First-year professors lead academic integrity lessons and educates students about Syracuse University's Academic Integrity standards, expectation, and culture

- Assisting in the design and developing the academic coaching pilot program in collaboration with the FALK and Mechanical Engineering schools by:
 - planning, designing, and creating coach training and coaching session materials
 - building the Academic Coaching Blackboard organization to provide online training materials for the coaches
 - organizing and delivering coach training and
 - coordinating academic coaching sessions including sites, times, students' registrations, cancelations, and rescheduling
- Assisting in the Center's Peer-Tutoring program by training tutors, coordinating and assisting tutors during large sessions, updating the CLASS Website and MyT tutoring scheduling system website, and maintaining daily communications

Project Advance Research Assistant
SUPA, Syracuse University, Syracuse, NY

2017-2018

- Assisted SUPA's Research Associate Director in Course Evaluation processes and other office tasks
- Assisted in the development and editing of SUPA courses
- Created a SUPA course evaluation guide for graduate assistants

Adult ESL-VESOL Teacher
Syracuse City School District/West Side Learning Center, Syracuse, NY

2002-2018

As English for Speakers of Other Languages (ESL) Teacher:

- Designed, developed, and delivered successful lesson plans for classroom instruction according to SCSD adult education requirements: students' needs, learning styles, disabilities, and background knowledge for English as a Second Languages yearlong courses
- Hosted and trained practicum students from SU, SUNY Oswego, and OCC in multicultural awareness as well as teaching strategies in ESL adult education
- Organized and conducted professional development for in-house teachers and NYACE conferences
- Conducted peer-to-peer review and gave instructional support to new teachers

As Vocational English for Speakers of other Languages (VESOL) Instructor in the areas of Office Technologies and Teaching Assistant:

- Produced the Office Technologies and Office Assistant curriculums to comply with current job market needs
- Coordinated all activities associated with VESOL trainings such as:
- internship placement outreach, placement, and management in local business

- offices and schools
 - adult learners' recruitment, registration, and testing
- brought in the online asynchronous teachings to the VESOL trainings by designing, developing and evaluating using *Schoology.com* LMS platform
- Developed and Delivered teaching materials
- Supported students with preparation sessions to take the NY State Teaching Assistant Exam towards certification.
- Developed and maintained the Vocational courses database

As Program Facilitator during summer programs:

- Developed, organized, and facilitated summer programs in 2014 and 2015
- trained summer teachers in the use of school and students' record systems and required technology skills for teaching and reporting
- Registered and tested incoming students as part of the intake procedure
- Collaborated with different local leisure and civic sites to organize weekly school-wide field trips
- Organized tutoring services for one-to-one and small groups of ESL adult learners
- Supported and assisted students in employment, continuing education, and case management issues
- Conducted weekly staff meetings to plan for the upcoming week, followed up on previous week activities, and supported staff by assisting in conflict resolution

TRAINING/ CERTIFICATION/ RECOGNITION

- 2018 PeopleSoft/ Degree Works / Accessible Files
- 2018 Member of the Syracuse University Honor Society
- 2018 Presenter at the 67th Annual NYACCE Conference "Google Tools for Teaching and Learning in the Adult ESL Classroom Education Classroom," Albany, NY
- 2016 English Language Learning Instructor, Syracuse, NY
- 2016 Vocational and Jobs skills Training Instructor Certification, Syracuse, NY
- 2014 Nominated Teacher of the Year in the NYS Adult Education Division, Albany, NY

REFERENCES

References are available in the following page.

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REFERENCES

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