

## TRACEY CHANG

Email [traceychang.ESL@gmail.com](mailto:traceychang.ESL@gmail.com)  
Website <http://wordsandphrases.weebly.com>

### TEACHING EXPERIENCE

- 2015 – present **ESL Teacher, California State University Dominguez Hills**, Carson, CA
- Currently teaching beginning Reading and advanced Writing in the American Culture and Language Program. Class sizes range from 7 to 15 students.
  - Student backgrounds: Saudi Arabia, Kuwait, Vietnam, Cambodia, China
- 2012 – 2014 **ESL Teacher, Bethesda University**, Anaheim, CA
- Classes included advanced Preparation for College Writing, intermediate Grammar, upper-intermediate Reading, and beginning Listening & Speaking. Class sizes ranged from 3 to 16 students.
  - Student backgrounds: Korea, China, Japan
- 2013 – 2014 **Teacher, Salvation Army College for Officer Training**, Palos Verdes, CA
- Taught English 101, focusing on the fundamentals of academic essay writing, for American students in their first semester of an associate's degree

### ESL RELATED EXPERIENCE

- 2010 – present **Discussion Group Facilitator and Leadership Team, Volunteer, Spectrum International Students**, Torrance, CA
- Facilitate small group discussions at weekly "Talk Time" event
  - Help plan monthly student outings and organize logistical elements
  - Student backgrounds: East Asia, Middle East, Europe, Africa
- 2014 – present **Words and Phrases, a Website for English Learning and Teaching**  
<http://wordsandphrases.weebly.com>
- Created and maintain website for sharing ESL ideas, with special emphases on Technology-Enhanced Language Learning and English for Academic Purposes
  - Regularly update blog with teaching activities and technology tutorials
- 2012 – 2013 **Writing Consultant, Biola Writing Center**, La Mirada, CA
- Individually consulted with graduate students on essay elements such as structure, grammar, and formatting; helped students identify recurring errors

### PROFESSIONAL DEVELOPMENT

#### Conference Presentations:

- Chang, T. (2015, May). Student Error and Reflection Logs in Academic Writing Classes. Poster presented at CATESOL Orange County Workshop, Biola University, La Mirada, California.
- Chang, T. (2013, October). *Evernote® for ever-teaching: An effective tool for busy teachers*. Technology teaching tip presented at the 44th Annual California Teachers of English to Speakers of Other Languages (CATESOL) conference, San Diego, California.

#### Publication:

- Lessard-Clouston, M., & Chang, T. (2014). Corpora and English language teaching: Pedagogy and practical applications for data-driven learning. *TESL Reporter*, 47(1&2), 1-20.

**Professional Association:** Attending CATESOL events biannually since 2012

### EDUCATION

#### MA TESOL

**Biola University**  
La Mirada, CA  
2014

**BA Graphic Design**  
**Kingston University**  
London, UK  
2007

**BA English and American Literature**  
**UCLA**

Los Angeles, CA  
With an American Studies concentration in film  
1997

### SKILLS

#### Software

Word  
Excel  
PowerPoint  
Photoshop  
Illustrator  
InDesign

#### Professional

Event logistics  
Research  
Graphic design  
Light bookkeeping

#### Languages

- English: native speaker
- Cantonese: intermediate oral skills
- Spanish: low intermediate

### ADDITIONAL WORK HISTORY

- 2011 – **Administrative Assistant, Sciences, Biola University**, La Mirada, CA  
2012
- Handled student inquiries. Adopted textbooks. Coordinated writing testing.
- 2002 – **Executive Assistant, Microbiology, UCLA**, Los Angeles, CA  
2004
- Assisted department chairman. Served as liaison between chairman, faculty, and lab members. Managed calls, calendar, travel.
  - Coordinated meetings for 40 faculty members.
- 1997 – **Production Coordinator and Assistant, Freelance**, Los Angeles, CA  
2002
- Worked in production team on film shoots for commercials and music videos
  - Ordered equipment and coordinated delivery logistics
  - Negotiated rates with vendors. Supervised production team.