Michael Mendoza

Austin, Texas * 415-323-8811 * michael.allen.mendoza@gmail.com

Summary of Qualifications

10 years experience working in culturally diverse, international settings. Concentration has been in various forms of education: standardized test preparation, second language acquisition in K-12 classroom and individual instruction contexts. I've worked in outreach, marketing and educational consulting to parents and students, and am familiar with the needs and challenges of individuals and institutions in the Gulf. I'm an experienced public speaker with convincing stage presence. I'm familiar with the following software: EOS (Educational Operation Systems), Apply Yourself, Image Now and Symplicity, MS Excel and Word, Mac/PC OS and am quick in learning new software, limited familiarity with Adobe CS and MS Access and other Office software. I'm personable and professional in my presentation and am capable of drafting and editing complex documents in a variety of languages as a native English speaker and a fluent and educated speaker of Arabic (MSA, Egyptian and Qatari/Gulf) and French.

PROFESSIONAL EXPERIENCE

Northwestern University in Qatar **2008-2011**

- Admissions Officer
- Strategized and organized local and international recruitment: budget, logistics, travel, appointments, presentations and school visits, fairs, etc. The number of applications to NU-Q nearly doubled during both of the 08-09 and 09-10 cycles
- Evaluated large numbers of applications, conducted interviews, analyzed results and transcripts from international curricula, imaged and organized thousands of application related documents during each cycle at NU-Q
- Coordinated '08 and '09 New Student Orientations and Dean's Convocations: budget, printing, PR liaising, catering, program development, orientation logistics, staff management, etc.
- Developed and administered Qatar Foundation standardized testing
- Developed marketing materials: view-books, website, presentations, branded merchandise, translated English media copy to Arabic and vice versa
- Assisted the Office of Student Affairs with student activities coordinating, translation of government documents from Arabic to English
- Developed and hosted application workshops for prospective students
- Coordinated and presented in local and international programs: Qatar Foundation Regional High School Counselors' Program, QF Local High School Counselors' Program, Discover Education City Fair, GITEX Dubai, Doha College Fair, American School of Doha Career Fair, GETEX Abu Dhabi, Higher Education Institute College Fair - all in the '08, '09, '10, '11 cycles

Sylvan Learning Center, Qatar **2006-2008**

- Director of Education and Instructor
- Program management, student case management, assessment administration and evaluation, client relations management, client conference reports in English/Arabic, coordinated center staff, instruction of all programs with average student showing 2.5 grade levels of improvement in subjects on the California Achievement Test after 36 hours of instruction
- Public Relations, translating to Arabic for Qatari clientele, phone queries in Arabic/English, translation for other staff members, represented Sylvan to local media

- Outreach, meeting with local school officials, promoting center
- Taught SAT verbal skills and math courses with average student increasing subject scores by 200 points by end of six week course
- Completed Sylvan teacher certification programs for SAT, ACT, Sylvan Academic Reading, Sylvan Beginning Reading, Sylvan Math Essentials, Sylvan Advanced Math

Atoll French Language Schools, Egypt 2006

- Marketing consultant and English language consultant, editor and translator
- Drafted commercial English copy to increase marketing effectiveness

Center for Arabic Study Abroad, Egypt 2006

- Cultural Orientation Facilitator
- Facilitated New Student Orientation of approximately 50 CASA fellows to life in Cairo
- Organized and supervised cultural excursions, activities and programs for the incoming fellows
- Administrative assistant in Office of the Executive Director, assisted in writing the 2004-2005 program report for submission to the CASA governing council

California State University, Sacramento 2003 & 2004

- Interpreter from French to English/English to French for a university consortium delegation from the Ivory Coast
- Interpreted/translated lectures, speeches, syllabi, university and department catalogues, departmental tours, faculty meetings, university senate hearings, official receptions and dinners

Pocket Road Music Studio, Sacramento 2000-2002 & 2003-2005

- Piano instructor
- Designed piano curriculum; chaired auditions, directed client consultations, marketed studio, managed tuition accounts, prepared, managed and presented studio recitals twice annually
- Participated in pedagogy workshops; submitted quarterly reports to program director about studio's pedagogical and financial developments

EDUCATION

University of Texas at Austin Fall 2011 to Present

- Master's student in Department of Middle Eastern Studies, Arab area focus
- Current courses: Issues in Arab Societies, Comparative Arabic Dialects, Classical Arabic Akhbar (all courses in Arabic)
- Predicted spring '12 courses: Teaching Arabic as a Foreign Language, Quran: A Linguistic Analysis, The Second Language Learner
- Anticipated graduation: spring '13 with continuation into the PhD

California State University, Sacramento Graduated 2005

- Major: Bachelor of Arts in French language, literature and linguistics
- Special Minor in Arabic language, literature and Middle Eastern Studies
- Advanced non-degree studies in music, with an emphasis in classical piano performance
- Graduated Magna Cum Laude, 3.9 GPA

Center for Arabic Study Abroad, American University in Cairo 2005-2006

- Full year intensive, advanced Arabic language program as a CASA fellow

Arabic Language Institute, American University in Cairo, Egypt 2002-2003

- Full year intensive Arabic language and cultural immersion program
- Completed their high-intermediate cycle of courses

Sacramento City College, California 2001 & 2003

- Completed courses fulfilling the General Education requirements of California State University, Sacramento
- 4.0 GPA

Centre de Formation en Langues, Communication et Informatique Paris, France 1999-2000

- Full year advanced French language study and cultural immersion courses

Manhattan School of Music, New York 1997-1999

- Studied classical piano performance, music theory, music pedagogy, music history, form & analysis, solfège, with participation and performances in international competitions, master-classes, and music festivals

SPECIALIZED SKILLS & INTERESTS

- Excellent communication, writing, analytical, organizational and problem-solving skills
- Near-native abilities in all mediums of communication in French and Arabic
- In depth cultural insight and experience in conducting professional and personal business in the Middle East, and in the Gulf in particular.
- Experienced concert pianist
- Advanced presentation skills in English and Arabic

HONORS & AWARDS

- Graduated Magna Cum Laude, California State University, Sacramento, 05/05
- Qatar University Scholarship Award for advanced Arabic study 09/06-05/07
- Center for Arabic Study Abroad Fellowship 05/05-06/06
- Three time winner USA National Hispanic Scholarship 05/02, 05/99 and 05/98
- Arabic language score of 4.5 (near-native speaker) out of 5 on the US Foreign Service Interview 05/06
- Piano Technician's Guild Prize San Francisco Young Pianists' Competition 05/97
- Ruth Finely Memorial Etude Club Piano Competition 06/97 first place
- Ruth Finely Memorial Etude Club Piano Competition 06/96 second place
- Participation and Performances in the following Sonoma County Music and Piano Festivals: Baroque, Classical, Romantic, Contemporary/20th Century annually from 1995-1999