

Domenic Fumo

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Education

Master of Arts in Applied Linguistics University of New England, Australia	2005
DTESL (post-graduate, DELTA equivalent) University of Toronto, Canada	2003
Bachelor of Arts, 4-year Honours Program University of Waterloo, Waterloo, Ontario	2002
Master of Library and Information Science University of Western Ontario, London, Ontario	2001
Bachelor of Science, Honours Physics University of Waterloo, Waterloo, Ontario	1998

Experience

Academic Coordinator, Special Skills program 2020-present

- Manage over 60 sections of more than 20 students each
- Responsible for Course design and syllabi for Reading, Writing, Listening, and Speaking Courses
- Implement all courses on Blackboard and Teams
- Manage the use of Smartboards
- Providing training workshops on the use of Smartboards, AI technology, and Blackboard
- Write, proofread, and test all midterm, final, and mock exams, all compatible with Blackboard
- Create training documents and videos on the use of Blackboard, Teams, and Zoom
- Work with all 30 faculty members to help with course delivery and to resolve any issues related to course content or exams
- Respond to queries and conduct meetings with any of the 1100 students in the Special Skills Program who have questions or need assistance
- Work with all Faculty members to implement exam guidelines, including the use of multiple cameras for proctoring exams online
- Implement departmental and university policies related to academic standards and exam taking standards

English Lecturer 2005-
University of Sharjah, United Arab Emirates

- Intensive use of Blackboard and Microsoft Teams
- Online examination creation and test management
- Coordinated programs for listening and educational technology
- Teach all core skills
- Specialize in IELTS and TEOFL preparation
- Teach special skills courses for in-sessional students
- Write in-house materials and develop online activities for students

English Lecturer 2004-2005
Sultan Qaboos University, Oman

- Taught all levels of Intensive English Language Program; EAP for Sciences
- Taught presentation skills, peer editing of work
- Instructed in core skills classes
- Developed student use of internet technology
- Work with faculty in preparing in-house materials

English Lecturer 2003-2004
Al Musanna College of Technology, Al Musanna, Oman

- Instructed students in the Oman Higher Colleges Foundation Program; conduct reading, writing, listening, multimedia, and TOEFL classes
- Helped coordinate development of the Multimedia Center
- Create exams, evaluate student performance
- Lesson plan, collaborate with other teachers
- Advise students one-to-one
- Oversee the development of the Multimedia Centre

ESL Teaching Assistant 2003
Flemington Public School Adult ESL Program, Toronto, ON

- Assisted ESL teacher with class preparation
- Presented ESL materials to class
- Ran class activities and assessed student levels
- Encouraged collaborative learning environment

ESL Tutor
Waterloo, Ontario; Toronto, Ontario

- Taught international graduate students ESL
- Taught business and college-level English skills
- Edited papers and theses
- Assisted students in understanding their subject matter
- Developed students' intercultural communication skills
- Counseled students with their academic challenges

Other Teaching Experience

Tutor for children with learning disabilities Summer 2000
ADD Specialists, Waterloo, Ontario

- Tutored boys with ADD; taught reading and writing skills, mathematics
- Created a safe, learner-centered environment
- Liaised with ADD psychologists

Computer Instructor Summer 1998
Davis Centre Library, University of Waterloo

- Created and taught internet skills program to professors
- Managed an environment of working professionals
- Evaluated progress of participants
- Compiled question database

Physics Tutor Winter 1998
The Physics Help Centre, University of Waterloo

- Counseled university physics and math students with courses
- Edited papers and theses
- Assisted students in understanding their subject matter

Mathematics Tutor

1995-1998

Waterloo, Ontario

- Privately tutored high-school students in mathematics
- Maintained records and monitored student progress
- Developed lessons to accommodate student needs

Music Theory Tutor

1995-1997

Waterloo, Ontario

- Privately tutored children and high-school students in music theory
- Prepared students for Royal Conservatory of Music theory exams
- Encouraged learning through music appreciation

Other Skills

- Blackboard, Teams, Edmodo
- Smartboard integration with teaching
- Using AI for content creation and as a teaching and assessment tool
- CALL and IET experience using a variety of software
- Sophisticated Excel User
- Multimedia skills in networking, web design, Adobe Photoshop, Microsoft Office Suite (Word, PowerPoint, Publisher, Excel), Sound Forge, Audacity
- EAP for IT, mathematics, engineering and sciences, medicine