

Catherine F. Gaitán

EDUCATION

Graduate Certificate, Teaching English to Speakers of Other Languages (TESOL), Minnesota State University, Mankato (2024)

Certified in Paul Eckman's Micro Expressions (2007)

Various courses in effective online course design, delivery, and assessment from Capella University (2002)

M. A. in Speech Communication, University of Minnesota. Emphasis in Intercultural Communication. (6/93)

B. A. in Speech Communication, St. Cloud State University. Minor in Economics. (5/82)

Certified Technical Trainer. The Chauncey Group (9/98)

MOUS Expert Certification in Word, Excel, PowerPoint, and Access. Microsoft (2/99)

PROFESIONAL HIGHLIGHTS

- Strong knowledge of adult learning principles with seventeen years experience teaching/training/advising adults in the community college environment.
- Over twenty years experience teaching college courses in Public Speaking, Interpersonal Communication, Listening Skills, Intercultural Communication, Small Group Communication. Developed curriculum and constructed courses.
- Extensive curriculum design and development experience in both soft and technical content areas of communication topics, career development, and computer software.
- Six years experience teaching English a Second Language, both in the United States and abroad.
- Substantial experience teaching developmental education courses to community college students.
- Five years experience counseling, advising and training (in both English and Spanish) adult community college students in the areas of financial aide, college success, and career decision making. Also administered interest inventories and the Meyers Briggs.
- Over three years proven corporate training experience training over 4000 adults in Windows Operating Systems and Microsoft Applications. Experience training nationwide classes over the Internet using Net Meeting software.
- Technical expertise using WebCT, creating and maintaining Access databases and also Web pages utilizing Word and Front Page.

PROFESIONAL EXPERIENCE

Instructor ***Speech Communication and Student Success College Courses***
North Hennepin Community College (9/02 – Present)
Teach Interpersonal Communication, Public Speaking, Small Group Communication, and Intercultural Communication. Expertise in online learning including pioneering Public Speaking online in Minnesota in 2002 and teaching multi-located courses utilizing conference room technology. Created and led a two month Study Abroad course. Served on the International Learning Committee and helped create an International Learning Certificate.

Instructor ***Speech Communication and Student Success College Courses***
St. Paul College (1/03 –6/03)
Normandale Community College (8/00 – 6/03 and 9/96 - 12/96)
Minneapolis Community College (8/00 – 6/03 and 7/92 - 6/94)
Penn Valley and Kansas City Kansas Community College (1/95 - 7/96)

Teach Interpersonal Communication, Public Speaking, Small Group Communication, Intercultural Communication and Student Success courses. Created curriculum and taught Listening courses to inmate students in Oak Park Heights Correctional Facility. Advocated and participated in classroom assessment, writing across the curriculum, service learning, and other classroom research initiatives.

Instructor ***Computer Software and Windows Operating Systems Training/ Consulting***
Mindsharp Learning Center (3/97 – 7/00)
New Horizons Computer Learning Center (9/96 - 12/96)

Trained students in Windows systems and Microsoft Office software applications. Created Train the Trainer curriculum. Developed soft and technical curriculum for an office worker training program based on a welfare to work grant jointly received by Minnesota Workforce Center and Mindsharp Learning Center. Managed a self-paced computer learning lab. Duties include facilitated instruction, training new instructors and maintaining and troubleshooting computers. Provided technical support and software consulting services. Worked in the IS department responsible for correct computer downloads and network connections in fourteen computer classrooms.

Instructor ***English as a Second Language College and ABE Courses***
Penn Valley and Kansas City Kansas Community College (1/95 - 7/96)
Universidad San Martin, Centro Colombo Americano (1/83 – 1/85)
Minneapolis Public Schools, Adult Basic Education (1/85 - 12/88)

Taught English as a Second Language courses to students from 60 countries in composition, speaking, reading and listening for all levels, beginner to advanced. Created a collaborative learning experience in the subject areas of: a) The integration of computer application technology (Word and Internet Skills) with composition courses for non-native speakers of English, b) The integration of Public Speaking and Intercultural Communication with Speaking and Listening courses for non-native speakers of English. Served as an assistant to the director. Assisted in the editing of a textbook geared to teach Colombian dentistry students to read in English.

Counselor ***Career Development and College Success Workshops and Counseling***
Educational Opportunity Center, Minneapolis Community College (1/89 - 12/94)

Designed and conducted workshops in Spanish and English in topic areas including Strong Campbell, goal-setting, time management, financial aid resources and college success. Counseled 1000 adults in these same topic areas in English and Spanish. Trained and supervised new interns. Developed and maintained off-campus sites and relationships with ten agencies and a number of school districts.

