

Suzy L. Domínguez

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EDUCATION

University of California, Davis

June 2018

Master of Arts in Spanish Linguistics

Emphasis: Second Language Acquisition, Spanish Linguistic History, Spanish Linguistic Phonology

GPA: 3.8/4.0

University of California, Irvine

June 2015

Bachelor of Arts in Spanish, Bachelor of Arts in Studio Art, and Bachelor of Arts in Global Cultures

Minors: Education and Linguistics

GPA: 3.4/4.0

WORK EXPERIENCE

Horizon CME, Clackamas, OR

Accreditation Specialist, Remote

Nov. 2022 - Present

- Manage the end-to-end accreditation process for a diverse portfolio of continuing medical education (CME) activities, ensuring compliance with ACCME, AMA, and other relevant accrediting bodies.
- Spearhead the successful application and renewal of multiple provider accreditations, resulting in expanded program offerings and enhanced credibility within the medical education industry.
- Collaborate closely with content developers, subject matter experts, and faculty to align educational content with accreditation standards and guidelines, optimizing learning outcomes for healthcare professionals.
- Lead internal audits and conduct thorough reviews of educational materials, ensuring adherence to rigorous quality standards and educational objectives.
- Establish and maintain relationships with key accrediting organizations, fostering ongoing communication and facilitating the timely dissemination of updated accreditation requirements.
- Play a pivotal role in the planning and execution of CME conferences and educational dinners, overseeing accreditation-related logistics, documentation, and reporting to ensure seamless and accredited events.
- Analyze participant feedback and post-event evaluations to assess the effectiveness of educational activities, implementing continuous improvements based on data-driven insights.

Sage Hill School, Newport Coast, CA

Part-Time Spanish Teacher

July 2022 – June 2023

- Designed and taught meaningful learning experiences and lessons that foster a passion for second language learners
- Developed daily lesson plans and created comprehensive and technologically interactive Google Slides with Pear Deck Add-on and made readily available on the learning management system Canvas
- Evaluated and graded students' classwork, assignments, and projects in a timely manner to give student feedback
- Maintained an open communication with students' parents/guardians via regular communication via Canvas

Vistamar School, El Segundo, CA

Spanish Teacher

Aug. 2018 – June 2022

- Executed daily synchronous online teaching with various online tools such as Zoom, Pear Deck, Google Suite to continue students' education with minimal interruption due to COVID-19 pandemic
- Implemented the use of the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Standards in classroom assignments, formative assessments, and summative assessments
- Built and cultivated relationships with students in a culturally responsive manner in and out of the classroom
- Initiated, facilitated, and moderated student discussions in-class and in extracurricular student activities to promote an open and inclusive learning environment
- Participated in Department-wide Curricular Review, using Understanding by Design approach to improve curricula

Spanish & Portuguese Department, UC Davis

Associate Instructor of Spanish

Sept. 2015 – June 2018

- Used LMS Canvas to organize daily lesson PowerPoints Slideshows and communicate with students outside of class to encourage clarity and transparency
- Planned course syllabus with Lead Professor to inform students of material assignments and course requirements
- Collaborated, planned, evaluated, the course content and materials with Lead Professor and other graduate students to ensure equity and transparency across all sections of the same course
- Researched new technological techniques and strategies for teaching and presented findings to other colleagues
- Implemented teaching pedagogical strategies in concordance with second language acquisition theories

University Art Galleries, UC Irvine

Student Gallery Assistant

Fall 2012 – June 2015

- Greeted guests, created a welcoming atmosphere and assisted in the explanation of artwork if needed
- Safeguarded artworks and informed guest of interactive artworks
- Assisted Curator and Artists during art show openings and receptions

SKILLS

- Native fluency in English and Spanish
- Knowledgeable in basic computer programs
- Certified in CPR and First-Aid
- Accreditation Management
- ACCME and AMA Compliance
- Educational Content Alignment
- Quality Assurance
- Training and Development
- Event Planning and Coordination
- Data Analysis and Insights
- Daily synchronous online teaching
- Classroom supervision and teaching
- Personalized lesson planning and implementation
- Creative lesson plans and course materials

OTHER PROFESSIONAL DEVELOPMENT

- SoCal People of Color in Independent Schools (POCIS) member **Apr. 2019 - June 2023**
 - American Council on the Teaching of Foreign Languages (ACTFL) member **Aug. 2018 - June 2023**
 - Klingenstein Summer Institute for Early Career Teachers, Columbia University, NY **Remote July 2021**
 - Vistamar Diversity and Inclusion Committee **Sept. 2020 - June 2022**
 - Vistamar Technological & Instructional Innovation Cohort **June 2019 - Mar. 2020**
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