

Jesse Doiron

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EDUCATION

Lamar University, Beaumont, TX M.A in English Thesis: "Feminine Characterization in the Short Stories of John Cheever"	1981
Lamar University, Beaumont, TX B.A. in English Areas of Concentration: American Literature	1977
Post-Graduate Seminar: ESL Methodologies , Lamar University, Beaumont, Texas, 1982	1982
Undergraduate Studies , University of Houston, Houston, Texas, 1972 – 1974	1972 – 1974
Specialized Training:	
Marketing and Recruitment for Admissions Offices and Intensive English Programs , two-day (8 hours) workshop, discussion and practice focusing on marketing plans, retention issues, data collection, recruitment tools, advertising, networking, and cost analysis, directed by Michael Steadman, UC Northridge with National Association of Foreign Student Advisors (NAFSA), Monterrey, Mexico, 2000.	2000
Foundations of International Education EFL/ESL Program Administration , three-day (12 hours) workshop, discussion and practice focusing on publicity, marketing, recruitment, evaluations, budgeting, student services, curricula, testing and placement, leadership skills, and networking, directed by Stephen H. Thewlis, Coordinator of the American Language Program, California State University – Haywood with the TESOL Academy held at University of Texas at San Antonio, Texas, 1999.	1999
Consensus Building – Training the Trainer , one-week (40 hours) seminar/workshop focusing on adult training methodologies and techniques, consensus formation, team building, goal analysis, working with boards and review commissions, organized by the Open Society Institute, directed by Stephen McCormick, Soros Advisor on Network Development, Budapest, Hungary, 1997	1997
Consensus Building – Non-Profit Board Management , three-day workshop conference, discussion focusing on developing viable executive board management in the former Soviet Union and Central Europe, organized by Open Society Institute and Johns Hopkins University, Warsaw Poland, February 1996	1996
Educational Management: Skills and Approaches , two-week course (50 hours), discussion and practice focusing on management issues, including management style and culture, observation skills and techniques, and quality control, directed by Rodney Blakeston, Director Teacher Training, International House, London, England, 1994.	1994
St. Louis University In-Service Teacher Training , regular semester sessions focusing on EFL needs and techniques for university instruction, directed by Robert Maple, TEFL Program Director, St. Louis University at Madrid, Spain, 1987 – 1988.	1987 – 1988
ACHNA In-Service Training , periodic workshops focusing on teaching techniques	1986 – 1988

and areas of curriculum development pertinent to the ACHNA 16-level program, directed by Gary Bernstein and Mary Stauffer, Pedagogical Directors, ACHNA, Madrid, Spain, 1986 – 1988.

1981

Systran In Service Training, weekly lectures/workshops focusing on ESL techniques, directed by Ehsan Entezar, Project Curriculum Writer; two seminars focusing on ESL methodologies, directed by Ann Wedersphan, Curriculum Director for Systran, Inc. at the Petrokemya Project in Beaumont, Texas, 1981.

1981, 1982

Systran Cross Cultural Orientation Programs, one-week programs targeting Saudi Arabian culture, directed by Al Wright and David Rossiter, Consultants, Systran, Inc. at the Petrokemya Project in Beaumont, Texas 1981 and 1982.

ACADEMIC AWARDS

- **Soros Teaching Fellowship, Open Society Institute, New York** 1991-1992
- **Travel Grant, Fond Vidrogenia (International Renaissance Foundation, Kyiv, Ukraine)** 1992

TEACHING EXPERIENCE

Instructor, Department of English and Foreign Languages
September 1997 – Present

1997— present

Lamar University, Beaumont, Texas
Report to Chair of the Department. Responsible for instructing four undergraduate courses of English per semester, sections have included Freshman Composition, American Literature, and World Literature. Instruction has included American and non-native speakers of English in special ESL sections of academic English. Serve as member of Department Committee on English as a Second Language (six semesters as chairman). Have served on Freshman Textbook Selection Committees, Arts and Sciences Committee, and *ad hoc* committees within the Department.

1997 – 2003

Soros Teaching Fellow
September 1991 – May 1992

International Renaissance Foundation, Kiev, Ukraine
Kiev affiliate of the Open Society Institute / Soros Foundations

Reported to Executive Director locally and to Regional Program Coordinators in New York and Montana. Served as teaching fellow for academic year within the Soros Professional English Language Teaching Program. Trained Ukrainian teachers of English at university and school levels. Taught English at Math-Physics Lyceum No. 145. Wrote evaluations of the Soros International House School in Romania. Represented the Foundation at Teachers of English to Speakers of Other Languages (TESOL) conference in Sofia, Bulgaria. Advised on development of English language program. Consulted on project implementation.

Profesor de Literatura (Instructor of Literature)
October 1986 – September 1988

1986 – 1988

St. Louis University (SLU) at Madrid, Spain

<p><u>Language Training Instructor</u> 1982 Systran/Petrokemya Project, Albuquerque, NM</p>	1982
<p><u>Language Training Instructor</u> 1981 Systran/Yanpet Project, Beaumont, TX</p>	1981
<p><u>ESL Instructor</u> 1982 Indochinese Refugee Services, Port Arthur, TX</p>	1982
<p><u>Instructor</u> 1980 Lamar Language Institute Lamar University</p>	1980

ACADEMIC ADMINISTRATIVE & RELATED HIGHER EDUCATION EXPERIENCE

<p><u>Director, Lamar Language Institute (LLI)</u> September 1997 – August 2003 Lamar University, Beaumont, Texas</p> <p>Reported to Associate Dean of the College of Arts and Sciences. Responsible for all management elements of the Lamar Language Institute, including budget, administration, and instruction. Supervised part-time instructors of English as a Second Language. Maintained quality of instruction and service. Marketed LLI training products and services. Served the university community as advisor on English as a Second Language and cross-cultural communication. Served <i>ex officio</i> on the International Student Advisory Committee. Represented the university and my program to the community at large.</p>	1997 -- 2003
<p><u>Manager, Joint Education Project Consortium (JEP)</u> March 1999 – May 2000 Lamar University, Beaumont, Texas</p> <p>Reported to the JEP Advisory Committee, Lamar Research/Grants Supervisor, and the Meadows Foundation Senior Program Officer. Responsible for all management elements of the project, which I co-authored, including grant budget and project implementation. Supervised three full-time coordinators during nine-month phase of project. Represented the JEP to the university and the community at large.</p>	1999 -- 2000
<p><u>Manager of Programs, Open Society Georgia Foundation (OSGF)</u> January 1995 – August 1997 Independent National Affiliate of the Open Society Institute / Soros Foundations, New York, Kiev, Tbilisi</p> <p>Reported to Executive Director and Executive Board. Supervised program coordinators and program directors for 22 national and regional programs in a foundation with a budget that grew from \$1 million in 1995 to almost \$3 million in 1997. Trained staff, review commissioners, and board members. Consulted and advised in program development. Assisted in the development of needs assessments and analytic reports. Facilitated the exchange and incorporation of effective program elements within OSGF, those projects it supported, and the Soros Foundations Network. Promoted international cooperative projects. Developed new program areas for OSGF</p>	1995 -- 1997

consideration. Served as Special Projects Coordinator as needed. Organized lectures, seminars, and conferences to promote OSGF activities. Represented OSGF in various regions of Georgia and to the Soros Foundations Network. Prepared program budgets and reports. Developed quality control / quality assurance procedures and systems for evaluation of programs and projects. Developed standard operating procedures for OSGF program and office activities.

Program Coordinator of English Language Projects
September 1992 – January 1995

1992 – 1995

International Renaissance Foundation, Kiev, Ukraine
Kiev affiliate of the Open Society Institute / Soros Foundations

Reported to Executive Director. Supervised and coordinated the national English Language Program and the regional Soros Professional English Teaching Program. Supervised eight Soros Teaching Fellows stationed in Kiev, Lviv, and Odessa. Supervised the start-up of three International House schools in Kiev, Lviv, and Kharkiv. Wrote needs assessments and programs for Ukraine, Kazakhstan, and Georgia. Developed English language training projects for Ukraine: teacher training courses, organization of professional and academic advisory organizations, educational publications, etc. Designed language-training elements for various Foundation program areas and projects. Wrote project proposals and budgets. Evaluated project proposals submitted to the Foundation and advised on their development. Produced and edited the program-area newsletter, *In English*. Tutored the Executive Director of the Foundation. Served as Foundation liaison to other English training organizations. Maintained data base on English language training in Ukraine. Advised and consulted on development of programs and projects in Ukraine, Russia, Hungary, Poland, Kazakhstan, Kyrgyzstan, Georgia, and Uzbekistan.

Course Coordinator English for International Business/ ESP Instructor
Summers '93, '92, '91

Summers 1993,
1992, 1991

University of California / Berkeley Extension in San Francisco

Reported to the Academic Director and the Administrative Executive Director. Coordinated 10-week and/or 4-week courses of English for International Business. Designed, wrote and developed primary and supplementary course materials. Supervised four course instructors and assisted them in implementing the program. Supervised client relations and controlled quality of the courses. Coordinated guest lecturers. Wrote progress and concluding reports. Taught in the program.

Materials Developer/Instructor
August 1989 – May 1991

1989 – 1991

Institute of Public Administration, Riyadh, Jeddah, and Dammam, Saudi Arabia

Director Centro de Ingles (Director of English Center)
September 1988 – September 1989

Management and Communications Development (M&CD/Interstudies), Madrid, Spain

1986 – 1988

Asesor, Area de Ingles para Propositos Especiales
October 1986 – September 1988

(Language Consultant, English for Special Purposes)

Asociacion Cultura Norteamericana (ACHNA) Division de Servicios Profesionales (DSP), Madrid, Spain

Director – Supervisor Curso Intensivo de C.A.S. A.

1985 – 1986

November 1985 – August 1986
(Director/Supervisor of Intensive English Course for Construcciones Aeronauticas, S.A.)

Studio Club de Idiomas, Madrid, Spain

Lead English Language Training Instructor

1984 – 1985

July 1984 – November 1985

Royal Saudi Navy / King Abdulaziz Naval Base

Saudi Basic Industries Corporation – F. W. Basil Project (SIBC/Basil), Jubail, Saudi Arabia

Lead English Language Training Instructor

1983 -- 1984

August 1983 – July 1984

Systran/Petrokemya Project, Pasadena, TX

- **Lead English Language Training Instructor 1983**

Systran/Petrokemya Project, Addison, IL

SIGNIFICANT PROFESSIONAL PUBLICATIONS

- OSGF Staff Training Manual

Open Society Georgia Foundation, 1995

- OSGF Administrative Training Manuals for Executive Director, Program Directors, Executive Board, and Program Review Committees

Open Society Georgia Foundation, 1996, 1997

In English English Language Program Newsletter

International Renaissance Foundation, Kiev, Ukraine 1992 – 1995
