

Matthew P. Glotfelter

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Date and Place of Birth: July 24, 1961, Pennsylvania, USA

Education: M.S. *Applied Linguistics*, Georgetown University, Washington, DC, 1984

B.S. *Linguistics*, Georgetown University, Washington, DC, 1983

ABD, Ph.D. program in *International Education*, New York University, New York (1988-93)

CELTA, Stanton School of English, London, UK 2013

Employment History:

August 2018–August 2020 **Assistant Professor**, General Education, American University of Kurdistan, Dohuk, Iraq

General Education: Critical Thinking, Ethics, World History, American Literature, Study Skills, Introduction to Communication; Faculty Senate Chair; Accreditation Committee Chair

August 2013–June 2018 **Lecturer**, Faculty of Languages & Translation, King Khalid University, Abha, Saudi Arabia.

Course coordinator; curriculum development; study abroad liaison; scheduling committee; examination committee.

March 2002–December 2012 **Real Estate/General Contractor**, Milford, PA, USA.

Bought, renovated, and resold homes and condominiums. Self-employed.

April 2001–March 2002 **Private Tutor**, New York, USA.

TOEFL and GRE preparation.

September 1999–February 2001 **Singapore Japanese Secondary School**, Singapore.

English teacher in a junior high school for children of Japanese expatriates. Communicative approach. Classroom instruction, curriculum and testing design.

June 1994–June 1999 **American English Language Training**, Jakarta, Indonesia.

EAP/ESP Instructor. Intensive program for training young professionals in preparation for graduate study in the USA, Australia, or Japan. TOEFL and GMAT Preparation, materials and curriculum development, testing and evaluation, classroom instruction.

May 1992-April 1994 **New York University**, New York, USA.

Student Services Coordinator, Liberal Arts Program, School for Continuing Education and Professional Studies. In a program of over 700 students, recruited student candidates, coordinated admissions, advised new students, monitored student progress, audited student files for graduation, maintained statistics on graduated students.

September 1988-August 1991 **New York University**, New York, USA.

Administrative Assistant (Office Manager) Faculty of Arts and Sciences, Sociology and Near Eastern Languages and Literature. Assisted chairpersons in office management of two medium-sized university offices.

July 1987-August 1988 **Lado International School**, Washington, DC, USA.

Part time ESL instructor for adults.

September 1984-April 1987 **YMCA Adult Education Program**, Sendai, Japan.

English Language Instructor. Classroom instruction for a wide variety of ages and levels, prepared college students and business people for life abroad, TOEFL preparation, created new curriculum and materials, gave outside lectures.

Languages

Malay (Indonesian dialect), Japanese, French, American Sign Language

References available on request