

Karina Tozzi

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Skills

Fluent in English, Portuguese, and Spanish | experienced childcare and ESOL teacher | Strong organizational and communication skills | Proficient in Microsoft Word

La Comunidad Inc. | Everett, MA. Feb. 2022 - Present ESOL teacher

- Teaches English Language skills to non-native speakers, including reading, writing, speaking and listening.
- Teaches between fifteen to twenty adult students.
- Assigns homework to reinforce classroom lessons.
- Helps students to develop communicative English skills, such as social language for your work environment.
- Assists students with information about colleges or vocational training.

La Comunidad Inc. | Everett, MA. Feb. 2022 – May 2024 Receptionist

- Greeted incoming clients and directed them to the pertinent department.
- Re-organized the office filing system.
- Assisted the clients in their needs, such as faxing, printing or photocopying documents. - Scheduled meetings, appointments, and events for clients and office staff. Also, confirmed appointments and kept calendars up to date.
- Worked in customer service-focused information, such as finding a job, eviction, health care, housing, education and employment issues.

Private Families | MA Jan. 2009 – Jun. 2021 Nanny

- Cared for up to three infants and toddlers at a time.
- Took children on enriching outings to places like the Museum of Science, Children's Museum, parks, libraries and similar places.
- Accompanied children to and from preschool.
- Kept children clean and safe, cooked and ensured that they ate their meals.

Friends Childcare | Brookline, MA Oct. 2007 – Oct. 2008 Infant/Toddler Teacher

- Planned creative activities for the children including art and storytelling.
- Oversaw play time and meals.

- Kept the classroom clean and safe.

Little Children Schoolhouse | Brookline, MA Jun. 2006 – Aug. 2007 Preschool Teacher

- Planned readings, circle time activities, invited community guest speakers, oversaw walks and outdoor activities.
- Served children snacks and meals.
- Kept the classroom clean and safe.

Little People's Playhouse | Roslindale, MA Feb. – Jun. 2006 Assistant Teacher

- Cared from twelve to fourteen toddlers between the ages of two and three. - Helped children dress for the weather, and took them to the park.
- Prepared and oversaw meals.
- Organized circle times, and created lesson plans.

Harvard Yard Child Care Center, Cambridge, MA. Apr. – Dec. 2005 Assistant Teacher

- Oversaw play time, naptime and meals.
- Organized materials and set up tables for each activity in the classroom.
- Kept the classroom clean and safe.
- Served children snacks and meals.

IES Language Express, Newton, MA. Oct. – Dec. 2004 After School Program Spanish Teacher

- Taught Spanish to non-native speaking children from different public schools, especially in the North shore area. The children's ages were from 5 to 8 years old.
- During the classes the students interacted with songs and games. At the end of the class they practice a short acting out presentation for their parents.

Language School Yazigi | Sao Paulo, Brazil Apr. – Jun. 2000 Spanish Teacher

- Taught Spanish 10 to 15 Brazilian adult learners.
- Followed the school curriculum to teach Spanish to students.

Education

Bunker Hill Community College | Boston, MA

Division of Workforce and Economic Development Sep. 2023 - June 2025 Advanced English classes

ESOL Teacher Internship

Action for Boston Community Development March -May 2025

46 hours

School for International Training/World Learning Sep. – Oct. 2024 “**Best Practices in TESOL for New Americans**” | Boston, MA Certificate in Best Practices for TESOL

Quincy Asian Resources | Quincy, MA Jul. 2023 – Aug. 2023 Advanced English classes

JVS Boston | Boston, MA Jan. 2022 – May 2023 Advanced English classes

Department of Early Education and Care | Boston, MA 2007 Preschool, Infant and Toddler Teacher Certification,
Lead Teacher Certification

Urban College | Boston, MA 2003 – 2006 Early Childhood Education Certification

Cardinal Cushing Center | Boston, MA 2003 English as a Second Language classes

Sao Paulo University | São Paulo, Brazil Graduated 2000 Master’s Degree in Communication

Vicente Rocafuerte University | Guayaquil, Ecuador Graduated 1989 Bachelor’s Degree in Journalism