

NATALIE POLITANO

Medford, MA

781-417-9015

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TESOL Portfolio: <https://sites.google.com/view/nataliepolitano/home>

EDUCATION

Framingham State University, Framingham, MA

Bachelor of Science in Nutrition with a concentration in Health and Wellness

December 2019

EXPERIENCE

Watertown Free Public Library, Watertown, MA

January 2025 - Current

Adult ESOL Teacher

- Deliver high-quality and engaging lessons in-person and remote for beginner level students
- Develop lesson plans on grammar, spelling, and vocabulary
- Engage and work with students of varying ages, and cultural and economic backgrounds

Boys and Girls Club, Woburn, MA

October 2023 - April 2024

Group Leader

- Implemented activities for Project Learn, an afterschool program for students aged 5-7
- Created an environment that facilitates the achievement of positive youth development
- Provided guidance and role modeling to students

Boys and Girls Club, Woburn, MA

July 2023 - August 2023

Food Service Coordinator

- Coordinated food preparation of club members aged 6-15
- Prepared and served snacks and meals for 70-80 children daily
- Managed Inventory and completed purchase orders for needed goods and supplies
- Planned and developed weekly summer menu

Quicksilver Title, Bedford, MA

2021 - 2022

Front Desk Receptionist

- Greeted and assisted clients and attorneys that arrived for closings
- Answered and directed incoming phone calls
- Received, sorted, and distributed mail and incoming packages

SKILLS & CERTIFICATIONS

TEACHING & TECHNICAL SKILLS

Communication

Adaptability

Cultural Awareness

Organization

Food Safety

Menu Planning

Virtual Learning

Lesson Planning

SOFTWARE SKILLS

Microsoft Office Suite

Google Documents

Google Slides

Google Drive

Zoom Meeting Space

CERTIFICATIONS

First Aid, CPR and AED (Sept 2023)

ServSafe Manager (May 2024)

SIT TESOL Certificate (Nov 2024)