Adan Gallardo

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Education

2015   **Certification**: **Wilderness First Responder, Wilderness Medical Associates**

2011   **MA in Educational Technology**
      California State University Long Beach [CSULB]
      Phi Kappa Phi, Pi Lambda Theta

2009   **M.A. in German**, **CSULB**

2009   **Certificate in Wilderness Studies**, **CSULB**

2006-7 **Academic Year International Program at Universität Heidelberg**, Germany
      Studies in German language and cultural studies

2006   **B.A in German, CSULB**
      President's List

2004-6 **Intensive Immersion Program at the University of New Mexico, Taos, NM**
      (summers 2004, 2005, 2006)
      German Summer School in Taos Ski Valley, NM

2002   **A.A. in General Education, Cerritos Community College**, Norwalk, CA

1999   **Certificate in Computer Repair and Maintenance, Los Angeles Regional Occupational Program**, Bellflower, CA

Positions Held

2010 – Present **FLRC Manager, Language Technology Specialist,** Pomona College, Claremont, CA,

- Train faculty, staff, and students with technology for instruction
- Coordinate the college's Self-Instructional Language Program
- Oversee the college's student language requirement proficiency exams
- Assist the Instructional Technology Group (ITG) in evaluating modules and identifying bugs in the development and testing install of Sakai
- Hire and train FLRC student workers and language tutors
- Train faculty, staff, and students to use FLRC software
- Offer faculty professional development workshops on emergent technologies in the classroom
- Coordinate with Informational Technology Services (ITS) and ITG on workshops for faculty and staff
- Consult with ITG on issues pertaining to technology in the language classroom
- Consult with ITS on the best upgrade solutions for the FLRC computers
- Organize technology "bootcamp" to train new and returning foreign language residents

- Organize student events: International Karaoke Klub Nite, Oldenborg Center for Modern Languages open house, FLRC open house
- Maintain the FLRC website
- Catalog and manage the foreign language film collection
- Submit yearly budget proposals for FLRC operating budget and student wage accounts
- Create monthly purchasing card expense reports
- Allocate monthly purchases to the correct operating accounts
- Create midyear and yearly reports for the FLRC

2005-11   **Language Lab Assistant Director,** Instructional Student Assistant**, CSULB**
- Train faculty and staff with classroom technology for instruction
- Lead language-lab orientations
- Train faculty and students to use lab software such as Insight (classroom management software) and Sanako/Tandberg (multimedia language learning and classroom management software)
- Consult with faculty on integrating emergent technologies in the classroom
- Assist in scheduling lab assistants
- Consult in the purchase of new/upgrade equipment and coordinate with the colleges Technical Services office
- Upgrade and maintain Language Lab Computers and Sanako Lab
- Create and edit websites with FrontPage
- Assist in identifying new features in Office 2007
- Digitize and edit videos for instructional use
- Tutor students seeking help in German and Spanish

2009   **Lecturer,** Department of Kinesiology, CSULB
- Fall 2009: Kinesiology 244 – Kayaking
- Fall 2009: Kinesiology 247A – Techniques of Rockclimbing

2007-8   **Teaching Associate,** Department of Romance, German, Russian Languages and Literature [RGRLL], CSULB
- Fall 2007: German 101A – Fundamentals of German
- Spring 2008: German 101B – Fundamentals of German
- Fall 2008: German 101B – Fundamentals of German
  - Creating lesson plans, quizzes, exams, prompts skits, and preparation and grading of final exams

2004-5   **Technology Coordinator,** German Summer School in Taos Ski Valley, NM University of New Mexico, Taos, NM (Summers 2004, 2005)
- Setup and maintain the mobile laptop computer lab, wireless network, networked printer, and network attached storage
- Support faculty with in classroom technology, setup technology for extracurricular activities such as outdoor open-air movie theatre

Seminars and Workshops Presented

2010-16	Foreign language pedagogy course session: technology in the language classroom Pitzer College, Claremont, CA
2016	"Teaching German with Technology," AATG-SC chapter meeting, Fullerton College
2015	"Technology in foreign language instruction: yesterday, today, and tomorrow" Technologie im Fremdsprachenunterricht: gestern, heute, und morgen University of New Mexico, German Summer School, Taos Ski Valley, NM
2013	"A short history of technology in foreign language instruction: technical possibilities and overcoming borders" Eine kurze Geschichte der Technologie im Fremdsprachenunterricht: technische Möglichkeiten und Grenzüberschreitungen University of New Mexico, German Summer School, Taos Ski Valley, NM
2012	Foreign Language Pedagogy Course: Language Technology Resources Claremont Graduate University, Claremont, CA
2011	Pomona College faculty workshop: an introduction to video editing using iMovie Pomona College, Claremont, CA
2011	Pomona College Faculty Workshop: Video projects in the classroom Pomona College, Claremont, CA
2010	International Careers Workshop – Panel, CSULB
2010	"Integrating movie clips into PowerPoint while adhering to copyright issues," Information and Communication Technology as a Teaching Resource in Language Learning, CSULB & Consulate General of Spain, Los Angeles
2009	"Enhancing the Community Building Characteristics of the Language Lab," Language Learning GPS: Navigating the World of Technology, IALLT 2009 & Georgia State University, Atlanta, GA
2009	Using Video in the Classroom, RGRLL Teaching Associate workshop, CSULB
2009	"Expanding the language lab via FaceBook," Language Technology Bootcamp, SWALLT & Pomona College

Academic Services

2007-16	Volunteer: Warren High Drama Department, Set Construction, Earl Warren High School, Downey, CA
2014-17	President, Southwest Association for Language Learning Technology
2015	IALLT Ursula Williams Graduate Student Conference Grant Selection Committee
2013	Technology Assistant: Jeffrey L. High ed., *Heinrich von Kleist: Artistic and Political Legacies* (Amsterdam: Rodopi, 2013).
2012	Graduate Student Representative, International Association for Language Learning Technology
2011	Technology Organizer, World Wide Heinrich von Kleist Reading Day, Pomona College, CA
2009	Technology Coordinator, Who is this Schiller[now] conference at CSULB

2008	Event Committee, German Techno Band Dyko at CSULB, Sponsored by the Goethe Institut, AATG, and the RGRLL Department at CSULB (Fall 2008)
2008	CSULB Organizing Committee, Emcee: American Association of Teachers of German Southern California Chapter Annual Meeting. Presenter Michael Hoefig (Goethe Institut)
	• Introduced and thanked our guests, moderated speakers, organized tasks for volunteers, organized breakfast banquet
2007	Editorial Assistant: Jeffrey L. High ed., *Schiller's Literary Prose Works: New Translations and Critical Essays* (New York: Camden House, 2009)
2006	Technology Consultant: CSULB Lecture: Taming the E-Beast
2006	Lecture Moderator. Greg Smolinski: 'High School und Middle School Deutsch Lehrer,' University of New Mexico, Taos, NM
2006	CSULB Organizing Committee: AATG-SC Annual Chapter Meeting Presenter Mohamed Esa (McDaniel College)
2006	CSULB Recreational Sports Advisory Board
2005	CSULB Organizing Committee: AATG-SC Annual Chapter Meeting
2005	CSULB Organizing Committee: Friedrich Schiller Lecture. Presenter Otto W. Johnston (University of Florida)

Honors/Grants/Scholarships

2010	Phi Kappa Phi Honors Society
2010	Pi Lambda Theta International Honor Society and Professional Association in Education
2009	Ursula Williams Graduate Student grant to attend IALLT conference
2006	University of New Mexico, Goethe Institute Teacher's Seminar Grant
	• Grant to attend teacher workshops at the German Summer School of New Mexico
2005-08	CSULB Associated Students, Inc. Grant
	• Grants to allow the German club to host its lecture & video Series
2006	Amy S. Kimball Memorial Scholarship, CSULB
	• Study abroad Scholarship
2006	University of New Mexico, Goethe Institute Teacher's seminar grant
	• Grant to attend teacher workshops at the German Summer School of New Mexico
2006	CSULB Associated Students, Inc. Grant
	• Outdoor Adventure Club Activities Grant
2006	CSULB Associated Students, Inc. Grant
	• Grant to allow the Russian club to host its lecture and video series
2005	CSULB President's List

Leadership Experience

2003-10	**CSULB Wilderness Studies Leader**

- Assist with instruction on a small group
- Assist with demonstrations
- Lead small groups of students on expeditions/trips

2005-10   **CSULB German Club**
- Treasurer (2009-2010)
- President (2005-2007, 2008-2009)
- Received 3 CSULB Associated Students, Inc. for guest speaker honoraria and host conferences
- Organized weekly Film Series to give members access to German films
- Organized weekly meetings

2006-08   **Outdoor Adventure Club President**

2006-07   **CSULB Russian Club Treasurer and Co-founder**

2005-06   **CSULB Leadership Academy**
- Graduated from the Leadership Academy (Certificate)
- Attended workshops on multiculturalism, communication skills, teamwork and collaboration, collaborating with difficult people, and ethical decision making.

Computer Skills

Proficient in Microsoft Windows 7, Apple OS X, network administration tools, Wordpress/blogging servers, MYSQL administration, Dreamweaver, and some experience with Windows 10, Linux, and Solaris. Proficient in video and photo-editing software as well as Microsoft Office. Programming experience in C++, Pascal, HTML, and some PHP

Memberships in Professional Organizations:

American Association of Teachers of German
American Council on the Teaching of Foreign Languages
The Computer Assisted Language Instruction Consortium
International Association for Language Learning Technology
SouthWest Association for Language Learning Technology

Languages:

English-Native, Spanish-Native, German-Advanced

Areas of Interest:

Art, film, foreign language pedagogy, computer-aided language learning and teaching, Friedrich Schiller, Heinrich von Kleist, German novella, witch persecutions, technology, wilderness conservation