

Deborah Henderson Lin

About

Experienced professional with effective communication, organization, and people skills with a wide range of experience. Detail-oriented, friendly team player.

Experience

2022-2023 Governor's Office of Economic Opportunity, Salt Lake City, Utah

Returnship, Project Manager, Marketing and Communications Department

- Produce weekly podcasts including planning, coordination, and communication.
- Reply to public inquiries via email and through Salesforce.
- Coordinate panel and organize speaker information for the spring One Utah Summit.
- Interface with 100 Companies Championing Women applicants and designees.
- Assign project tasks to team using BaseCamp software.
- Assist with onboarding of new employees.

2021-2022 Ally Isom U.S. Senate Campaign, Salt Lake City, Utah

Scheduler, Deputy Campaign Manager

- Responsible for the campaign schedule and related details.
- Coordinate with the Communications, Field, and Finance teams.
- Interface with supporters, voters, government officials, and donors.
- Responsible for weekly scheduling meeting.
- Provide support at campaign events.
- Coordinate Facebook Live Events and podcasts.
- Give input on newsletters, social media, and website.

2021-Present State of Utah, Salt Lake City, Utah

Volunteer Court-Appointed Special Advocate (CASA)

- Participate in extensive training about children in the state's foster care system.
- Advocate for a child in the state's foster care system.
- Meet regularly with the child and report to the Guardian ad Litem.

2016-17 Utah Tech University (formerly Dixie State University), St. George, Utah
Adjunct ESL Instructor in Intensive English Program

- Teach Basic Academic Communication, Intermediate Academic Communication, and Academic Speaking 3.
- Create syllabi, develop tests, grade assessments.
- Track and submit attendance and grades.

2014-18 Washington County Schools, St. George, Utah
Substitute teacher, Media Center Aide

- Substitute teach through Kelly Services for a variety of subjects and grades, from kindergarten to high school.
- Monitor Reach classes and proctor tests in the computer lab at Fossil Ridge Intermediate School.
- Help students check out library books and write research papers at Fossil Ridge.

2004-2022 Public Schools, Utah, South Carolina
Volunteer

- Serve on community council at three different schools.
- Help in classes as room mother; on field trips, with parties, and in classrooms.
- Vice President, President of the Washington County Association for Gifted Children.

2002-present Church of Jesus Christ of Latter-Day Saints, Utah, South Carolina
Volunteer

- Preside over women's and children's organizations.
- Teach children, youth, and women's classes.
- Plan and implement activities.
- Oversee teachers, class assignments, activities, and instruction.
- Facilitate communication among congregation members

2002-2005 Educational Testing Services, Remote, Utah
Test-Item Writer for TOEIC Bridge Course

- Write listening, reading, and grammar test items for the TOEIC Bridge standardized test to measure proficiency of beginning English students.

1998-2001 Internexus, Salt Lake City, Utah
Academic Services and Research and Development Team Member for Network of ESL Schools

- Help develop standardized curriculum to be used by 10 schools throughout the U.S.

1997-1998 Internexus, Cedar City, Utah

Academic Coordinator for an Intensive ESL Program

- Coordinate teachers and textbooks for the classes.
- Teach beginning through advanced students reading, writing, grammar, listening/speaking, and TOEFL preparation.

1995-1997 LCP International, Redlands, California

Instructor in an Intensive ESL Program

- Instruct beginning, intermediate, and advanced students in reading, writing, listening, speaking, and grammar.
- Teach specialized test-preparation classes in TOEFL, SAT, and GMAT preparation.

1994 Ibex Corporation, Japan

Instructor

- Instruct EFL students on location at businesses, including in TOEIC preparation.
- Teach conversation classes on a college campus and in evening community classes.

1993-1994 Brigham Young University's English Language Study Center, Provo, Utah

Instructor

- Instruct beginning and intermediate students in reading, writing, and integrated classes.
- Do student teaching.

1991-1993 Covey Leadership Center, Provo, Utah

Editor and Proofreader

- Responsible for quality and consistency of printed materials.

Education

Master of Arts, TESL, 1994. Coursework: Language Testing, Research Design, Teaching Culture, Phonology. Brigham Young University, Provo, Utah.

TESL Certificate, 1993. Coursework: Materials Development, Language Acquisition, ESL Methodology, Reading-Writing, Grammar. Brigham Young University, Provo, Utah.

Bachelor of Arts, English, 1991. Brigham Young University, Provo, Utah.