

Zsuzsa Horváth

CAREER OBJECTIVE: Curriculum Development Administrator, Instructional Designer

SUMMARY OF QUALIFICATIONS

- Design instructional materials, formal and informal assessment, evaluate course outcomes
- Multitask, prioritize and complete tasks within deadlines
- Work effectively with diverse groups of people
- Plan, organize, and conduct workshops /presentations and provide individualized instructions and demonstrations
- Able to conduct research on instructional and pedagogical matters regarding higher education

RELATED EXPERIENCE

- Planned, designed, organized, and conducted professional development workshops for German teachers (in K-12 and higher education) as a member of the Planning Committee of the Western Pennsylvania Chapter of the American Association of Teacher of German
- Organized and coordinated a Multimedia Showcase at the annual meeting of the Northeast Association for Language Learning Technology (Pittsburgh, Spring 2002)

PUBLICATIONS

- *Didaktisierungsvorschläge zu dem Buch Die Lisa. Eine deutsche Geschichte: Arbeitsheft für Student/innen.* Cherry Hill, NJ: AATG, 2006. (**Workbook for Intermediate German**)
- *Didaktisierungsvorschläge zu dem Buch Die Lisa. Eine deutsche Geschichte: Lehrerhandbuch.* Cherry Hill, NJ: AATG, 2006. (**Instructional manual to accompany the workbook above**)

EXPERIENCE

UNIVERSITY OF PITTSBURGH, School of Dental Medicine – Curriculum development Administrator (2010-)

- Assisting Curriculum Committee chair and vice-chair in conception, design and implementation of curricular changes
- Preparing and organizing Curriculum Committee events, committee meetings, and faculty retreats
- Providing training and coordination for school wide peer review program
- Coordinating training and instructional design program
- Managing various evaluation methods for all courses offered in the First Professional Program

UNIVERSITY OF PITTSBURGH, CIDDE – Consultant (April-May 2010)

- Instructional Design Consultant for the Grant “Computer Based Education in Clinical and Translational Science” – CIDDE & School of Medicine

WASHINGTON & JEFFERSON COLLEGE, Adjunct Instructor (2009-2010)

Instructional Design & Teaching:

- Designed and taught German courses at the intermediate level based on the national standards for foreign languages in a learner centered teaching environment
- Developed up-to-date teaching materials for two courses as a replacement for textbooks
- Designed and taught “Theory & Technique of Teaching” a teaching methods course for advanced foreign language students; evaluated students’ lessons plans and teaching demonstrations
- Continually evaluated and gave feedback on students performance
- Designed assessment tools to evaluate students’ progress

Extracurricular Activities:

- Organized visit of a guest speaker from the Pittsburgh Holocaust Center
- German Day Judge (annual competition for high school students of Western PA)

KIRKWOOD COMMUNITY COLLEGE, Office Associate (2008-2009) & Adjunct Instructor (2007-2009)

Instructional Design & Teaching:

- Designed and taught German courses for beginners and created course materials

Administrative:

- Organized and scheduled internal and external events in the Arts and Humanities Department
- Managed student records for scholarships and the honors program
- Supported office staff

UNIVERSITY OF PITTSBURGH, Teaching Assistant & Fellow (1999-2007)**Mentoring & Professional Development:**

- Mentored incoming Teaching Assistants
- Designed and presented workshops on teaching in general, foreign language pedagogy, and the use of technology in foreign language instruction (CIDDE, Language Departments, Language Media Center)
- Served as a discussant on the Panel, "Preparing Woman Leaders for Tomorrow's Global Challenges." Vira I. Heinz Scholarship for Education Abroad, University of Pittsburgh, 2008

Instructional Design & Teaching:

- Re-designed the fourth semester language course (set goals and objectives, collected courses materials, wrote master syllabus and semester plan for teaching assistants, developed individual lesson plans, formal and informal assessments in a learner centered teaching environment)
- Designed and taught language courses at the beginning, intermediate, and advanced level
- Developed and organized instructional materials specific to course needs
- Continually evaluated and gave feedback on students performance
- Completed "Practicum on University Teaching" (FACDEV 2200)

Administrative:

- Advised German undergraduate minors and certificate students
- Organized and contributed to the *Grad Guide* for incoming international graduate students
- Served as a member on academic committees (A&S Graduate Council, Grad Guide Committee)
- Organized and coordinated Multimedia Showcase on the use of technology in instruction in the Robert Henderson Language Media Center (Fall 2003)

SUMMER EMPLOYMENT**MIDDLEBURY COLLEGE, Instructor (Summer 2009)****Extracurricular Activities:**

- Organized an excursion and book club for students

Teaching:

- Developed teaching materials for an immersion environment and taught German courses at the Summer Language Schools

MILLERSVILLE UNIVERSITY, Lecturer (Summer 2008 & 2005)

- Designed and taught a course for both graduate and advanced undergraduate students
- Conducted the MA exam

CARNEGIE MELLON UNIVERSITY, Lecturer (Summer 2003)

- Taught a German course for beginners

GRANTS AND AWARDS

- Elizabeth Barranger Excellence in Teaching Award, Arts & Sciences Graduate Student Organization, Spring 2005
- Soros Foundation Grant for the study at the University of Pittsburgh, Fall 1999
- Academic Scholarship from the University of Augsburg, Spring 1999
- German Academic Exchange Service (DAAD) Scholarship for the study at the University of Augsburg, Fall 1998
- Scholarship from the University of Leipzig, Herder Institute, Fall 1996

ADDITIONAL SKILLS

- Computer skills: Microsoft Office, Adobe, EndNote, Datatel, R25 scheduling software
- Languages: Fluent in English, German, and Hungarian

EDUCATION

Ph.D. University of Pittsburgh, Germanic Languages and Literatures (2009)

M.A. University of Pittsburgh, Germanic Languages and Literatures (2001)

B.A. equivalent University of Augsburg, German Literature (1999)

IMMIGRATION STATUS: US Permanent Resident

REFERENCES are available upon request.