

SHIVA RAHMANI

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CAREER SUMMARY

- A goal-oriented, highly organized and results-driven professional with extensive experience in event planning, translation, leadership, and teaching. A detail-oriented individual with over 2 years' experience in providing thorough and skillful administrative support to university and non-profit organizations. An instructor with over 16 years' experience in teaching students, children and pupil from various backgrounds and a qualified German/ Farsi/ English translator with over 6 years' experience in translation; effective at multitasking and working under pressure with excellent communication and interpersonal skills to accomplish overall objectives.

SKILLS

- strong interpersonal skills and positive work ethic
- excellent attention to detail
- excellent communication skills
- ability to talk and conduct business in three languages (German, Farsi, English)
- strong educational background
- strong coping skills
- multi-task oriented and flexible
- excellent common sense, judgment, and decision-making abilities
- culturally sensitive and internationally traveled leader
- possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times
- ability to work independently in a fast-paced environment
- process and apply new skills and concepts quickly
- skilled at evaluating options and generating solutions
- ability to integrate theoretical concepts and practical ideas and apply them to actual situations. E.g., classroom, groups of people, tourists etc.
- passionate about technology and internet industry
- strong computer skills in Microsoft word and office programs (PowerPoint, Outlook, Word.)

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REQUIRED OR SPECIAL SKILLS

Language skills:

- Excellent in German
- Excellent in Farsi/Persian
- Excellent in English
- Mediocre in Kurdish- Sorani
- Beginner in Spanish
- Beginner in Arabic

Technical and other skills:

- Project management and leadership skills
- Windows, Microsoft Office (Word, PowerPoint, Excel, Outlook)
- PeraPera; a web-based customized transcription tool
- EWOQ; a tool/program for ads quality rating
- Currently pursuing GRÜNES DIPLOM at the Goethe Institute
- Certificate of Online Teaching from the Goethe Institute
- Certificate of participation in a 4-day OPI (oral proficiency interview) Assessment workshop

ENGAGEMENT

Willing to travel

Willing to relocate 100% at own expense

SUMMARY OF QUALIFICATIONS

- High-energy, fearless leader with a creative edge. Proven adaptive ability to build, guide, develop, and inspire teams with a collaborative approach from project ideation to launch. Knack for setting clear vision and driving concepts to create innovative and interactive team experiences. Multifaceted, passionate, and innovative thinker with outstanding presentation skills, technical knowledge, and ability to have fun.
- Managed, lead and engaged both the German Culture Club, the Iranian Culture Club and social activities at Purdue University and University of Chicago through innovative ideas, humor and activities designed for maximum interaction in large and small groups, which resulted in raising people's interest in joining both clubs and having more- and active members.

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- Have taught over **1700** students of which **25%** of them went abroad and more than **50%** went on to work in German related companies.
- Extensive experience living and independent traveling and research in Europe (especially Germany), United Arab Emirates, United States, Kurdistan and Iran. Enthusiasm for learning other languages, cultures and meeting new people. An understanding of cultural differences allows bridging cultural gaps and effectively communicating with people from diverse backgrounds.
- Lead 7th graders at a public school and managed creative activities in engaging pupils between the age of 13 and 15 in learning different career paths through interactive games for a non-profit organization which helped them understand future career paths.
- 2 years of experience in leading cultural tours. Excellent in organizing events and managing big groups of people from a wide range of cultural background. This contributed to a high rate of referral business.
- Over 4 years of experience in translating official and unofficial texts, books, articles, papers and magazines from German, Farsi and English into three languages: Farsi, German and English. Started with smaller translation texts quickly was being offered more complex projects in the areas of engineering, justice, health care and more.
- Taught social studies and gym to Kindergarten, and 1st through 5th grade at the German International School of Chicago
- More than **16** years of teaching experience in the capital city of Iran/Tehran to children, students and adults and 2.5 years of teaching German as a Graduate Instructor at Purdue University to college students from multicultural backgrounds. Assisting non-native German speakers achieve their educational and career goals by teaching them German as a second language. In 2018 three sections of German fairy tales have been taught to graduate and undergraduate students at the University of Chicago. And as of right now, teaching German language courses to students at various levels (beginner, intermediate, advanced low) at the University of Chicago.
- Redesigned the course curriculum for the entire intensive course sequence at University of Chicago. Together with Dr. Maeve Hooper, the language director in German a course development proposal for the Language Pedagogy Innovation Initiative after attending a rigorous one- day LPII Curriculum Design workshop has been written. The goal was to redevelop all major aspects (i.e. the listening, reading, writing, speaking and grammar curricula and assessments) of the second half of the German intensive sequence (a total of 15 weeks), in order to significantly reduce the cost of course materials and thereby increase accessibility to students. The proposal got accepted, and the course was completely redesigned.
- Designed a user-friendly landing page for German at the CLC's website of the University of Chicago in July 2019. This page is intended for students interested in taking language

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courses in German which helps to promote the language and tells also students how to get more information on different courses. With the help of Nicholas Swinehart, the Multimedia Pedagogy Specialist of the language center at the University of Chicago I was able to interview and film former students who took the intensive course with me. This video which can be found both on YouTube and the University of Chicago's language center website helped in spreading the word not only about the courses we offer here in German but also the intensive sequence. The videos can be found at:

<https://languages.uchicago.edu/german/> and <https://youtu.be/YG6edD8O-54>

- Created, structured and developed success videos of students who took the German Intensive Course in a remote setting in spring 2020 at the University of Chicago. In these videos' students give tips and tricks on how to succeed in an online and intensive course. The creation of these videos helped in language and course promotion as they pertain to strategies to help with enrollment and promote languages online.
- Also responsible for coordinating cultural and social events for language program students and those interested in German language and culture at the University of Chicago. So far student participation and attendance in extracurricular activities such as coffee hour, and movie night have been drastically increased by 260%. The event *Fasching* which has never been done on campus before had been organized and created. Handling the full production, everything from: budgeting, marketing, scout location, and entertainment has also been done and resulted in a great student, faculty, and non-student participation. Also during spring and fall 2020 new ways to increase student participation, and broaden and exchange ideas have been developed by organizing mutual coffee hours with other universities such as Purdue, Loyola, Penn State, Michigan State and Harvard.
- Participated in a rigorous 4-day OPI (oral proficiency interview) workshop with over 27 hours of professional development and am currently pursuing the OPI tester certification

EDUCATION AND CREDENTIALS

- Second Master of Arts degree in Germanic Studies from Purdue University, West Lafayette, IN: Literature major with extensive teaching experience. (Graduation Date December 2014)
- First Master of Arts degree in German with a focus on Translation Science from University of Tehran, Tehran/Iran: Translation major with extensive translating experience of official and unofficial texts in German, Persian/Farsi or English. (2008-2010).
- Bachelor of Arts degree in German Literature from Shahid Beheshti University, Iran/Tehran (2004-2008).

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- Bachelor of fine Arts in fashion design at Academy of Art Institute in San Francisco (currently pursuing)
- Grünes Diplom, Goethe Institute (currently pursuing)
- Purdue University Graduate teaching Certificate, anticipated fall 2013.
- Goethe Institute German for International Trade/Business German Certificate anticipated (May 2013).
- Tehran Tourism, Hospitality Management Certificate, anticipated (June 2010).
- Shahid Beheshti University International Computer Driving License Certificate, anticipated 2005.

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PROFESSIONAL EXPERIENCE

- **Assistant Instructional Professor in German at the University of Chicago, IL** (October 1st, 2018 until now), full-time
Has taught 3 sections of German fairy tales to graduate and undergraduate students at the University of Chicago. Is also responsible for teaching the entire German intensive course (novice through advanced- low) to graduate and undergraduate students.
- Also responsible for coordinating cultural and social events for language program students and those interested in German language and culture. So far student participation and attendance in extracurricular activities such as coffee hour, and movie night have been drastically increased by 260%. The event *Fasching* which has never been done on campus before had been organized and created. Handling the full production, everything from: budgeting, marketing, scout location, and entertainment has also been done and resulted in a great student, faculty, and non-student participation.
- **German Instructor at Goethe Institute, Chicago, IL** (September 2016 until now)
Teaching German to a wide range of adults from novice to advanced levels using a communicative approach.
- **Director of Events at TANIN EVENTS, Chicago, IL** (December 2017- January 2019)
Creating and managing small and large Persian events in Chicago (e.g. social gatherings, concerts, parties etc.)
- **Translator for Hill-Rom** (July 2016 until September 2018)
Translating mechanical, engineering and business texts from German to English and vice versa.
- **Social Studies Teacher in German at German International School of Chicago, Chicago, IL** (August 2015- June 2016)

Worked as an elementary schoolteacher teaching social studies in German to kids from the ages 5- 11 at the German International School of Chicago. GISC is a private and growing school that started in 2007 with a small number of kids and grew into a bigger school with currently having 100 kids. This school is now officially an IB school (The International Baccalaureate) and the methods being used in teaching the kids is therefore, IB- oriented. I helped the students not only in acquiring a second language but also helped them to grow into independent, curious, inquiring, knowledgeable and caring young

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people who help to create a better and more peaceful world through intercultural understanding and respect.

- **Ads Quality Rater for Google through Zero- chaos, Online- from home** (April 2016- February 2018)

Google engineers and researchers are always working to improve Google advertising products for their users: more useful, more relevant, more appealing, and more trustworthy.

One of their most important sources is people who can review an ad or a web page and provide a human perspective. So, I provided scores and feedback (evaluations) about individual advertisements and advertisers. My judgments had a very large indirect impact on all ads at Google. They are fed to machines that used this information to learn how to make automatic judgments about quality. Every ad that had been rated is one more piece of information that their systems used to improve the quality of Google's ads. The evaluations that have been provided by me were also used by engineers in the process of designing those systems and coming up with new ideas on how to improve Google's advertising products.

- **Quality Assurance and Transcription at Appen**, online (July 1st - August 4, 2015)

Worked as a short-time Farsi Transcriber and as a VM (Quality Assurance) for a Persian transcription project that lasted a month. As a VM, the quality of the transcription depended on my ability to QA and give appropriate feedback. I had to check for the quality of transcriptions, the grammar and intonation of 1000 utterances per day while having to keep up with 16 transcribers within my group. At the same time, I delivered high quality transcriptions as a transcriber for this project as well.

- **Team Leader at Dream up; non- profit organization**, Lafayette, IN (March 23 - June 12th, 2015)

Dream up is a newly invented non-profit organization that launched in March of 2015. It helps seventh graders to explore their passions, find the career pathway that suits best to their type of personalities and their MBIT and Holland code. As an assigned team leader, I helped in guiding them to find their career interests. Through various activities, psychological tests and guest speakers with different professions thousands of job opportunities have been introduced to them. Those helped them connect to the real world through all the possibilities that exist outside of the world they lived in. Through this program more than twenty students have been exposed to professionals of multiple careers and have been given a mentor to help them along the way as they develop. Two of those

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professional guest speakers have been brought to the team by me. Post the dream Up project my students showed a dramatic increase in school participation and grades. For more information on what this organization does please follow the link below on YouTube <https://www.youtube.com/watch?v=7a4yGmx3RH4>

President of the German Culture Club at Purdue University, West Lafayette, IN. (August 2013 to December 24th 2014):

- Official first-time president of the German Culture Club at Purdue University and registered this Club as an official club at Purdue University which allowed for acquiring funds.
- Organized all events for active members (German or non- Germans) and managed the club. (Events like German movie nights, Weihnachtmarkt, Fasching Parade, Oktoberfest in which 5 different multicultural clubs have been connected to each other and more than 300 people were involved, and more.) This led to student participation continually increasing and receiving over \$600 in funds.
- Created a theater group within the club for undergraduate students for maximum interaction, by using the German language and interactive games. Led to more students signing up for university German courses.

Director of Events of the Iranian Culture Club at Purdue University, West Lafayette, IN. (June 2013 to July 2014)

- Creating, organizing and planning events which led to spreading awareness about the Iranian culture among the Purdue community.
- Managing larger groups of people.
- Connecting this club with other cultural clubs which created unity among many clubs.
- Fundraising

Graduate Teaching Instructor in German, Department of Foreign languages and Literatures at Purdue University- novice to 202 level/intermediate high: (August 2012 to December 2014)

- Lesson planning (each day) & writing syllabi which led to learning time management, focusing on the most important teaching material and being concise.
- Teaching two German courses- different levels (four days a week) & classroom management which led to improving management and organizational skills.
- Creating my own Quizzes and tests allowed for more creativity, flexibility and improved my detail-oriented skills.

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- Grading (homework, tests, quizzes, midterms and finals)
- Holding office hours & advising students personally which made students open up and freely ask questions.
- Regular practice with the students, both in class and individually, using a communicative based teaching method.

Employee of the Visa-section:

German- Iranian Chamber of Commerce and Industry (AHK), in Tehran/Iran (June 2011- July 2012):

- Making Visa appointments under the conditions of the visa application procedure for the members of AHK Iran, acceptance of visa documents for business trips to Germany and reviewing them for completeness according to the detailed requirements of the German Embassy in Tehran and the states of the Schengen area and writing of German support letters. Because of these actions many people were able to acquire this visas along with work visas which normally was hard to get due to economic sanctions.
- Written correspondence with the German Embassy Tehran and the host companies in Germany which provides a strong relationship based on trust with company managers inside and outside of Germany.
- Conducting extensive phone consultation in relation to visa issues, both in Persian and in German. The acquisition of translation services within the AHK
- Iran from German into Persian and vice versa promoted work to include translation for the office as well.

Cultural tour guide for German tourists:

Hospitality, Tourism and Travel in Tehran/Iran (April 2008- June 2010):

- Leading incoming and outgoing tours in German by using the German and English language. Provided a deep understanding of cultural aspects to tourists.

German Translator at the *Official Academy Translation Office* in Tehran/Iran (2006- 2008):

- Translating official and unofficial documents, articles, papers, books and texts from German into Persian and vice versa. By translating various documents, gained knowledge in other areas such as medicine, education, and more.

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German Teacher at the Avamehr Institute of Foreign Languages in Tehran/Iran (2004-2006):

- Teaching German to students and adults.

Tutor in Tehran/Iran (2000- 2011):

- Giving private German lessons to children between the ages of 5-12 and teenagers. Of which 63% moved to Germany without any communicative problems or language enrollment at school.

AWARDS, HONORS, PRESENTATIONS

- Presented a paper at *the Annual Conference of Challenges and Necessities Regarding Culture in the Quality of Teaching Foreign Languages* in Tehran, December 2011. Title of paper: *On the influence of Belief Systems and Superstition structure on translation in different cultures, by the examples of Iran and Germany.*
- Presented a workshop on *Lesson plan of the day: Engaging activities and tasks* at the University of Chicago's Spring Workshop Series, on April 24, 2019
- Designed the entire course curriculum for the second & third quarter of the intensive course sequence at University of Chicago (new course title: Deutschlandreise)
- Presented a workshop on *music in the German classroom* at the University of Chicago/German department, in March 2020
- Presented a lightning talk on *best practices and approaches to the challenge of virtual instruction* at the shared LCTL Symposium with Michigan State University, in August 2020
- Recipient of the digital badge for *in-service online language teachers* conferred by the National Foreign Language Resource Center (on: *Selecting and adapting materials for online language learning*) in October 2019
- Recipient of an examiner- certification/Prüferzertifikat from the Goethe Institute Chicago to take exams, and level tests at different proficiency levels in 2018/2019
- Recipient of the OPI tester certification from ACTFL (The American Council on the Teaching of Foreign Languages) in 2019
- Recipient of the *online teaching certificate* from the Goethe Institute upon completing an intensive course on *online teaching pedagogy* in February 2019
- Developed success videos of students who took the German Intensive Course in a remote setting at the University of Chicago in spring 2020. In these videos' students give tips and tricks on how to succeed in an online and intensive course. The creation of these videos helped in language and course promotion as they pertain to strategies to help with enrollment and promote languages online. It also led to recognition, and presentation at

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the LCTL Symposium in August 2020. Link to the video:

<https://languages.uchicago.edu/german/>

- Co-presented a workshop on *proficiency-oriented language instruction and assessment developed around ACTFL guidelines that can be reverse designed to create intensive courses in German and French, and any other desired language* at the 2020 convention of the American Council for Teachers of Foreign Languages (ACTFL), in San Antonio Texas (November 20-22, 2020)
- MA Thesis on: *Die Widerspiegelung von abergläubischen und religiösen Glaubensvorstellungen des Islams anhand von Beispielen in Emine Sevgi Özdamars „Das Leben ist eine Karawanserei-hat zwei Türen-aus einer kam ich rein, aus der anderen ging ich raus“* Purdue University, 2014.
- Awarded with the excellence Graduate Teacher Certificate, sponsored by the Purdue Teaching Academy.
- Nominated for membership in the prestigious Golden Key International Honor Society by Purdue University. (Placed in the top 15 percent of the class)

CURRENT PROJECTS

- *ProjectDeutschIG*: Creating and developing an Instagram Account for students named *ProjectDeutschIG* based on Emily Weider's workshop on *using Instagram to collate a personal dictionary* and to use vocab over grammar (MWALLT 2020 Conference). This project explores Instagram's potential function as a space for collating words, grammar and applying them to visual, written, and dialogic contexts. They would actively engage with the language in an authentic way by going out, taking pictures of things that interest them. Then they would post the image with a sentence caption on Instagram, where they would converse with their peers.
the students. As an interactive dictionary, and learning tool, Instagram therefore encourages out-of-class engagement and promotes sustained second-language communication by centering learning around students.
- *DeutsCHIGueberall*: Creating and developing a new Youtube Channel called *deutsCHIGueberall* that serves as a platform where students in the German department can post videos/images in a slideshow on different topics of their personal interest. They will use this to talk over found images or videos by using different vocabs, structures, and expressions to make comparisons, talk about past, and future events etc. An example would be a cooking experience (where they would use the passive voice in the past tense), or a journey they had taken in the past (where they would use the simple past), or retelling a story they have read or seen (using subjunctive 1 together with the simple past), or

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making advertisements etc. This platform can serve as a one-in-all place where different things at different proficiency levels can be achieved, and students can actively engage with the language in a fun, and meaningful way.

- Collaboration with the German department on creating a blog (Blogademia) to share resources and reflections, and also to demonstrate thoughtful engagement with pedagogy and discipline.
- Grünes Diplom (the standard qualification for teachers of German as a foreign language at *Goethe-Instituts* worldwide. The program includes classroom observation, training in methodology and didactics, team-teaching, homework tuition, a seminar in Germany and a German language course at the C1 level.-2 year program)
- Working on creating cross-university culture and conversation cafés-consortiums
- Fostering Student Learning and interaction Through Creative Language Experiences, digital tools and apps