

Charlotte Ann Bulkeley

French and TESOL Educator, Graduate Teaching Assistant, | Raleigh, North Carolina | charlottebulkeley.com |
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Education

North Carolina State University Master of Arts, Foreign Languages and Literature, French & TESOL Accelerated MA/BA degree program Thesis: Corresponding with Calvin: The Role of Letter Writing Between John Calvin and Three Royal <i>Femmes de lettres</i> during the Reformation Period <i>Completed May '21</i>	Aug 2020 - May 2022
Middlebury College Program Certificate Level 4: Advanced Low to Advanced High/C1	Jun 2020 - Aug 2020
North Carolina State University Bachelor of Arts in French Language and Literature, Summa Cum Laude	Aug 2017 - May 2020
Bachelor of Arts, International Studies, Summa Cum Laude	Aug 2017 - May 2020

Teaching Experience

North Carolina State University Department of Foreign Languages and Literatures Graduate Teaching Assistant	2021 - Current
<ul style="list-style-type: none">• Taught two face-to-face sections of Elementary French II to 22 students• Planned and administered all course components; daily class materials with online learning platforms and backchannels, assessment creation; project management for student engagement; department-wide tutoring and office hours weekly• Managed competing priorities, anticipated student needs and problem-solved intuitively• Assisted faculty in teaching Elementary French I to 80 students on Zoom; attended daily lectures, created assessments, evaluated student progress and achievement, created and delivered all class materials bi-weekly• Facilitated departmental and global engagement for 22 undergraduate students• Mentored first-year graduate teaching assistants	
Graduate Teaching Assistant	2020 - 2021
<ul style="list-style-type: none">• Assisted French Dept. faculty in teaching 88 students Elementary French I via Zoom• Provided department-wide tutoring• Provided weekly language conversation sessions• Attended weekly pedagogy and professional development workshops	
Undergraduate Teaching Assistant	2017 - 2019
FLF 401 Approaches to French Translation	
<ul style="list-style-type: none">• Attended lectures and collaborated with graduate students to learn and translate French equivalent to Graduate Language Certification standards• Proctored assessments to evaluate learner progress and achievement	
Independent English Tutor	2018
Independent English tutor of SKEMA-NCSU French exchange student through Cultural Exchange Network's (CENet) International Buddy Program. SKEMA is a <i>Grande École de commerce</i> with six international campuses. The Raleigh campus hosts the largest concentration of French students in the U.S.	
<ul style="list-style-type: none">• Organized and facilitated weekly for 1-1 conversations in English and French• Conducted cultural excursions for small groups of international students• Provided support for culture shock, international lifestyle adjustment, French-American cultural pragmatics and dialect differences	

Work Experience

North Carolina State University Department of Interdisciplinary Studies 2020

Undergraduate Research Assistant

Project: Burgundy, France Ethno-Historical Investigation of 20th Century Viticulture, Silviculture and regional expansion

- Transcribed and translated over 200 hours of oral history French interviews on cultural, economic, and environmental effects and implications from the 1930s to present day
- Conducted literature inquiries based on preliminary results of qualitative data
- Analyzed and organized data using MS Excel and GoogleCollaborated with digital research intern to create GIS graphics
- Assisted faculty mentor in drafting preliminary research reports and presentations

Duke Center for International Development (DCID) May 2019 - Aug 2019

Summer Program Intern

Intern for Executive Education programs for delegations from Africa, Asia, and the Middle East

- Interpreted for francophone participants with low English proficiency
- Coordinated participant and faculty arrivals, stays, departures, and general needs
- Maintained financial records for participant room and board and participant activities
- Organized program materials and filed visas

Awards, Honors, and Scholarships

2022 Outstanding Graduate Student in TESOL, Department of Foreign Languages and Literatures NCSU

Department of Foreign Languages and Literatures MA Program Ambassador, 2020-2022 NCSU

Outstanding Contribution to the French Club, Departmental Student Award, 2020 NCSU

Pi Delta Phi, The National French Honor Society, 2020-present

Middlebury Summer Language School Grant, 2020

International Experience

NCSU/Université Catholique de Lille European Summer Program Jun 2018 - Jul 2018

One of sixteen NCSU students selected for a 7-week study abroad exchange.

- Navigated independent travel through France, Belgium, the Netherlands, and England
- Self-directed excursions to major cultural sites for groups of 2-4 students
- Collaborated with Canadian, Hispanic, and Asian classmates on course projects and presentations on intercultural communication and communicative pragmatics in multilingual contexts.

Saumur, France Delegation Trip, Asheville Sister Cities Jun 2017 - Jul 2017

- One of two student scholarship recipients of community delegation
- Engaged with regional officials for localized diplomacy events and the [Anjou Vélo Vintage](#) festival
- Collaborated with local vineyards, academies, and businesses to spread awareness and appreciation for the historical and cultural heritage of the Loire region

Languages

English Native proficiency

French C1

Spanish A2

Skills

Interpersonal and Ethics Negotiation Project and team management

Intercultural communication

Zoom Video Conference; scheduling sessions, tracking attendance and retention, managing Cloud and local recordings, optimizing streamlined conference experiences and learning environments.

Mac OS, Microsoft 365 (Word, PowerPoint, Excel, Outlook), Google Suite, Wix