

Vikki Trenton

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October 22, 2006

Anita Higgins
San Diego City College
2255 Park Boulevard
San Diego, California 92112

Dear Ms. Higgins:

You have advertised an opening for an adjunct professor in your English as a Second Language course. My background as a performer and speech language pathologist offers a unique perspective on the subject. Training in accent reduction gives me the ability to show students exactly how to pronounce sounds that are difficult for them, and my experience performing and teaching English literature and drama gives me a passion for the language that makes the teaching of its structure very rewarding.

An acting coach once cautioned me against the pre-judging of students saying, "You never know who is going to be a star tomorrow." I have always carried that sentiment with me. It shows up in the faith I have in the people I teach, faith that engenders confidence and progress. This faith is my greatest asset as a teacher. I believe it is responsible for the success I've had with students and patients whose outcome seemed doubtful. My belief in their success inspires them to do well.

I think you'll find that my enclosed résumé reflects this outlook. It also demonstrates my ability to contribute positively to my work environment and the equivalent of English with TESL emphasis you require.

I look forward to speaking with you about how my skills could benefit San Diego City College's ESL Department. Feel free to contact me at your convenience. Otherwise, I will call you on Friday to see when we might meet.

Thank you for your consideration.

Sincerely,

Vikki Trenton

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EDUCATOR - ENGLISH AS A SECOND LANGUAGE

Opportunity with a quality learning institution that will benefit from my recognized ability to instruct diverse audiences while making tangible contributions to work environment and profit margin.

Creative, high-energy teacher with passion for helping people reach their full potential. Measurable communications achievements with coworkers, patients and clients whose native tongue is not English. Specialize in tailoring curriculum to foster learning in specific individuals and/or settings. Successes:

Teaching

Revamped curriculum and awareness campaign of twice-yearly in-service series. Staff attendance increased 60%, reaching approximately 70 individuals in four sessions. Instances of non-speech staff reporting speech-related health and quality-of-life issues almost doubled. **English was an acquired language for majority of attendees.**

As owner/teacher of Stories N' Stuff, **taught and performed English poetry and literature** to grade school, junior high, high school and adult audiences. Enhanced audience comprehension of complex language with focus on careful diction and non-verbal cues.

Tutoring

Volunteered with READ San Diego **tutoring native Spanish-speaker** who knew a little English and was illiterate in both languages. Student read and wrote at a second-grade level after twelve weeks of tutoring.

Designed and taught one-on-one in-services on issues related to communicating with older adults, specifically accommodating their cognitive, vision and speech challenges. Sessions also **addressed overcoming language barriers**. A vast improvement in communication between staff, therapists, patients and patients' families resulted.

Therapy

100% Spanish-speaking patient came to facility with a feeding tube and was unable to eat or drink. On completion of therapy, tube was removed and she was eating a regular diet

Worked with **Filipino patient**, who could not take any food or drink orally. She **spoke very little English**. After three weeks of therapy, patient was able to share one meal a day with her husband, eating the Filipino food she loved and dramatically improving her quality of life.

96% success rate working with patients to achieve an oral or higher level of oral diet. More than **75% spoke little or no English**.

Value to Organization

83% productivity rate - highest among speech therapists in organization - resulted in more billable hours and increased revenue for organization.

Success with special cases became marketing tool for rehabilitation department, increasing revenue. These cases included a man with a paralyzed vocal chord who was able to regain his voice, a patient who could handle only ten minutes of therapy at a time regaining his swallow function and many cancer patients who had lost parts of their swallow and/or speech anatomy and were able to regain voice and swallowing functions. Therapy success largely attributable to programs being **tailored specifically to the individuals' situations and learning styles**.

Saved organization up to \$1500 per instrument by developing policy and procedure for secure storage of patient hearing aids. Hearing-impaired patients enjoyed **increased quality of life**.

Wrote policy and procedure protocol for Speech Language Pathology department **saving facility time and money by having P&P available** for part-time and per diem staff. Evaluation and progress reports were standardized making information easily accessible to all departments.

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PROFESSIONAL EXPERIENCE

Therapeutics, Five Skilled Nursing Facilities in Los Angeles County, CA
SPEECH LANGUAGE PATHOLOGIST

2000 – Present

- /// Coordinate all speech therapy for primary building, Beverly Hills facility 2000 – 2003, Feliz Manor facility 2003 – present.
- /// 96% success rate at Beverly Hills facility with primarily Hispanic and Filipino patients. 75% speak little or no English.
- /// Schedule and monitor productivity of speech therapists for five facilities, including full-time, part-time and per diem staff. Cover unfilled shifts, ensuring patients in all facilities have access to speech therapy.
- /// Diagnose cognitive, language and swallow deficits.
- /// Develop and implement personalized therapy protocols to address deficits.
- /// Facilitate interdepartmental, family and weight-loss meetings.
- /// Design, market and implement in-service curriculum and family education.
- /// Communicate patient status verbally and in writing to physicians, nurses, dieticians, audiologists, dentists, physical therapists and occupational therapists.
- /// Recognized for high success rate with patients who have seen little or no improvement at other facilities.
- /// Solved problem of in-service requirements not being met due to lack of time. Designed self-directed in-services using educational posters and self-administered take-home tests.

Chavez Convalescent and Rehabilitation Hospital, Los Angeles, CA
SPEECH LANGUAGE PATHOLOGIST

1996 – 2000

- /// Gained experience in a variety of environments, working with patients in skilled nursing facility, out-patient clinic and acute hospital.
- /// Designed and implemented personalized therapy protocols for cognitive, language, speech and swallow deficits and educated family members and interdepartmental staff on correct protocol for working with deficits.
- /// Managed daily schedule and productivity for part-time and per diem speech staff.
- /// Communicated patient status and needs with other service and healthcare providers verbally and in writing.

Magnolia Manor, Santa Monica, CA
CFY/RPE (Internship), SPEECH LANGUAGE PATHOLOGIST

1994 – 1996

- /// Speech therapy caseload went from zero to sixty hours per week. As facility's first speech language pathologist, developed entire speech therapy program in concert with rehabilitation manager. Assembled evaluation and therapy tools. Wrote departmental policies and procedures.
- /// Designed and implemented personalized therapy protocols for cognitive, language, speech and swallow deficits and educated family members and interdepartmental staff on correct protocol for working with deficits.
- /// Managed daily schedule and productivity for part-time and per diem speech staff.
- /// Communicated patient status and needs with other service and healthcare providers verbally and in writing.

PROFESSIONAL ACTRESS, PRESENTER, TEACHER and ENTREPRENEUR, Los Angeles, CA

Pre 1994

- /// Performed on stage, film, TV and in voiceover.
- /// Directed and coached actors.
- /// Co-owned and managed Stories 'n Stuff, teaching English literature to audiences of all ages and backgrounds through performance and group discussion.

EDUCATION AND AFFILIATION

MA Equivalency, Communicative Disorders, San Diego State University
BFA, Theatre, West Virginia University

Speech Language Pathologist, State of California License 9581