

PETRA VOLKHAUSEN

Foreign language expert | Writer

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Feldhauser Str. 322
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Germany

PROFESSIONAL EXPERTISE

12+ years of foreign language teaching
Adult education
Public speaking and workshop leading
Translation work
Creative writing and game design

CORE COMPETENCIES

German (native)
Englisch (near-native)
Cross-cultural communication
Performance evaluation
In-depth research

WORK EXPERIENCE

Subject Matter Expert of German

National Foreign Language Center UMD
Dec 2020 - present

- Creation and review of learning and assessment materials used by US businesses, government agencies, and educational institutions and organizations for adult foreign language education
- Tasks include source selection (reading, listening, video), the creation and review of transcripts and translations as well as the review and optimization of learning exercises

Language Instructor

Self-employed
Oct 2019 - present

- Online language sessions for adult learners of German and English, both for private and corporate clients
- Tailoring content to my students' needs, e.g., business communication, dealing with the authorities, making small talk, grammar review, etc.
- Frequent progress assessment as well as the reevaluation of learning goals and contents in cooperation with the students

Freelance writer

Self-employed

Juli 2019 - present

- *Impuls Deutsch 2*, Klett World Languages
- Tabletop role-playing games in English and German, self-published at petrav.itch.io

Language Instructor

SprachKunst, private

language school

Bochum, Germany

Jul 2019 - Mar 2020

- Taught adult learners of German and English, both private and corporate customers
- Tailored the content to my students' needs, e.g., travel preparation, job-specific vocabulary, business emails, advanced grammar, etc.

Visiting Assistant**Professor of German**

Oklahoma State University

Aug 2015 - Jun 2019

- Taught German courses (language, literature, culture) on the beginner, intermediate, and advanced level
- Responsible for curricular design, in-class and test materials, performance assessment as well as student consultation
- Application of a communicative teaching method which allowed students to work with the language in relevant and creative contexts beginning with day one
- Implementation of more effective textbooks and methods of performance assessment

Language Instructor

University of Maryland

Aug 2009 - Jun 2015

- Taught German courses (language, literature, culture) on the beginner, intermediate, and advanced level
- Responsible for in-class and test materials, performance assessment as well as student consultation
- Frequent participation in workshops to honor my didactic skills and knowledge
- Organized various teaching workshops and research events

OTHER EXPERIENCE

Bookseller, *Buch am Wehrhahn*, Düsseldorf, Germany

Jan 2008 - Jul 2009

Intern for Corporate PR, *Ketchum PR*, Düsseldorf, Germany

Jan 2007 - Aug 2007

Intern for cultural events, *Literaturbüro Ruhr*, Gladbeck, Germany

Aug 2005 - Okt 2005

Freelance Journalist, *Ruhrnachrichten*, Gladbeck, Germany

Feb 2002 - Aug 2006

EDUCATION

University of Maryland College Park | Ph.D.

Aug 2009 - Jun 2015

German Cultural Studies

GPA: 4.0

Heinrich-Heine Universität Düsseldorf | Magistra Artium

Okt 2001 - Jul 2006

Modern German Literature, Medieval German Literature, Media Sciences

GPA: 3.6

Ratsgymnasium Gladbeck | Highschool Diploma

Aug 1992 - Jun 2001

GPA: 3.3