Nicholas MacSeóin

Washington, DC | nicholas.macseoin@gmail.com | +1 (336) 254-6301 | linkedin.com/in/nickmacseoin |

PROFILE

I am a training professional offering strong capabilities and experience in adult education, instructional design, and staff training and development.

PROFESSIONAL EXPERIENCE

Training Coordinator
USAID (Credence Management Solutions), Washington, DC 2023-Present

Advertise course offerings to employees of USAID on the international humanitarian system. Lead on course registration. Answer questions of varied nature related to courses. Contribute to staff brainstorming sessions around instructional design and program management.

English Language Instructor
Bridge Institute Language Solutions, Queretaro, Mexico 2022-2023

Develop and implement unit and daily lesson plans in accordance with Bridge's curriculum. Students are front-line and management-level professionals at multinational corporations. Lessons focus on student-centered communicative activities that leverage reading, writing, listening, and speaking skills and center around relevant work-related topics.

Associate Program Officer
National Academies of Sciences, Engineering, and Medicine, Washington, DC 2014-2021

Recruited Subject Matter Experts (SME) and designed training materials for SME participation in proposal review panels. Reviewed and approved grantees' technical and financial progress reports as part of the management of a portfolio of scientific research grants based at various universities across the United States. Planned and organized in-person and virtual meetings in the U.S. and internationally by preparing materials, negotiating with vendors, recruiting presenters, and coordinating with stakeholders. Updated program website to highlight new calls for proposals, funding results, and events as part of lead communications officer for the program.

- Designed and developed a series of three promotional videos highlighting the work of program alumni grantees
- Trained four incoming senior program assistants in person and virtually as lead training officer for the program

English Language Instructor
Inlingua DC, Arlington, VA 2013-2014

Scripted and implemented two-hour lesson plans with lesson objectives for groups of about fifteen adult students for synchronous, in-person classes of advanced English language skills as they prepared to enter U.S.-based universities.

- Designed, developed, and implemented individual English language training to two subject matter experts employed by the International Monetary Fund

English Language Instructor
Carlos Rosario International Public Charter School, Washington, DC 2012-2014

Trained in-person classes of about twenty adult immigrant students from Ethiopia and Central America in beginner-level English language skills and life skills.

- Designed four-month semester syllabi, daily lesson plans, and managed all aspects of class organization, including instructional technology maintenance

EDUCATION

Master of Arts in Organizational Leadership and Learning
The George Washington University, Washington, DC

Instructional Design and Online Learning Certification
IDOL Courses Academy

University of Cambridge ESOL Certificate in English Language Teaching to Adults (CELTA)
Teaching House New York

Bachelor of Arts in French Language Studies and History
Guilford College, Greensboro, NC

SKILLS

Teamwork	Project management	Time management	Public speaking
Adobe Captivate	Articulate Storyline	Vyond	MS Office Suite

ADDITIONAL INFORMATION

Advanced understanding and speaking skills in Spanish and French