



Lizeth Dayana Sánchez Rojas MA & MSc

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ABOUT ME

Higher Education Professional with a strong background in teaching, personnel management, project leadership, and a commitment to fostering educational excellence. Skilled in driving positive change, improving educational programs, and facilitating effective teaching and learning experiences. Equipped with strong leadership, team-building skills and committed to making a significant impact as an educational developer and promoting continuous professional development among educators.

WORK EXPERIENCE

External Project Assistant

ACEEU - Accreditation Council for Entrepreneurial and Engaged Universities [1 Mar 2023 – 31 Oct 2023]

City: Remote

- Supported European funded projects such as:
 1. BE-21-SKILLED by:
 - Carrying out research to create toolkits for teachers and students.
 - Designing toolkits for teachers and students.
 - Writing project updates for the ACEEU website.
 2. HEDY by:
 - Supporting the quality assurance process by means of evaluating the HEDY MOOC course.
 3. CSNow by:
 - Assisting in the dissemination of the needs assessment and future foresight report on citizen science.
 4. I-Restart by:
 - Compiling the data analysis derived from the focus groups on Veterinary and Agri-Food.
 - Contributing to the creation of the report on the focus groups.
 - Writing project updates for the ACEEU website.
 5. MDTA by:
 - Contributing to the creation of the competitor analysis and the value proposition.

Project Coordinator

ESAA - Erasmus+ Student and Alumni Alliance [Jun 2023 – Nov 2023]

City: Remote

- Contributed to the elaboration of the project proposal outlining objectives, inputs, activities, outputs and outcomes to ensure its successful implementation.
- Collaborated with the project team to develop detailed project plans, including timelines, milestones, and deliverables. Regularly monitor and update schedules to ensure adherence to deadlines.
- Facilitated effective communication between team members, to ensure a smooth flow of information and project updates.
- Worked with the project team to ensure that all deliverables meet the specified quality standards and align with project requirements.

Intern

CHARM-EU at Eötvös Loránd University [2 May 2022 – 15 Jul 2022]

City: Budapest

Country: Hungary

- Participated in the evaluation of CHARM-EU online materials from a student perspective focusing on internal dissemination activities at Eötvös Loránd University (ELTE).
- Contributed to the creation of dissemination documents, including posts, news articles and interviews.
- Assisted in event organization, handling email communication, administrative preparations, local coordination, and event evaluation.

Pedagogical Coordinator

Cafam Language Center [13 Jan 2020 – 31 Jul 2021]

City: Bogotá

Country: Colombia

- Managed and guided the development of academic programs to ensure their effectiveness and alignment with educational standards.
- Monitored and maintained accurate records of students' academic performance, facilitating data-driven decision-making and reporting.
- Promoted and implemented strategies to foster professional growth among teachers, including organizing courses, seminars, and training activities.
- Managed and administered evaluations and documentation pertaining to pedagogical and administrative processes, ensuring that compliance and quality standards were met.
- Conducted meetings with teachers and/or parents to provide academic, social, and individual guidance, fostering harmonious coexistence and students' holistic development.

Academic Assistant

Coninglés English Consultants [21 Aug 2018 – 5 Feb 2020]

City: Bogotá

Country: Colombia

- Supported the digital strategy through the administration of the Cambridge and Edusoft platforms ensuring their optimal utilization to enhance the students' learning experience.
- Trained new teachers in the academic and administrative procedures of the company, enabling them to quickly acclimate to their roles and contribute to the overall success of the organization.
- Provided support to the academic coordination by actively participating in the writing and execution of projects.
- Collaborated with the academic coordination to establish clear and measurable academic objectives for the *Coninglés Made for You* program.
- Developed and refined exam materials for the *Coninglés Business* and *Coninglés Executive* programs.

English teacher

Cafam Language Center [15 Feb 2014 – 11 Jan 2020]

City: Bogotá

Country: Colombia

- Instructed English as a foreign language to a diverse range of learners, including adults, teenagers, children, university students, and professionals from various companies in Bogotá.
- Developed and implemented lesson plans, and assessments with clear learning objectives, aligned with the curriculum framework.
- Constructed evaluations for children, teenagers, and adults, designed to accurately measure their language proficiency.
- Developed tailored booklets targeting English for specific purposes (ESP) to cater to the unique needs of individual students, ensuring a more personalized and effective learning experience.

Educational Advisor

SENA [1 Aug 2017 – 30 Dec 2017]

City: Bogotá

Country: Colombia

- Constructed a comprehensive bank of test items for listening, reading, grammar, and vocabulary sections of the SENA English placement test along with a team of subject matter experts.
- Reviewed, edited, and validated test items to ensure linguistic accuracy, appropriate difficulty levels, and cultural relevance.
- Participated in item review meetings and standardization sessions to validate and refine test items based on expert input.

English Teacher

Passport Academics LLC [Jun 2011 – Nov 2013]

City: Bogotá

Country: Colombia

- Taught English as a foreign language to adults, teenagers, and kids in basic, intermediate and advanced levels.
- Taught business English to adults.

Operations Supervisor & Customer Care Representative

Bilateral Call Center [Mar 2009 – Mar 2011]

City: Bogotá

Country: Colombia

- Supervised and provided leadership to a team of personnel in the CRT and sales department, ensuring efficient operations and excellent customer service.
- Oversaw representatives' performance and provided guidance to ensure customer satisfaction when addressing inquiries and resolving issues in the United States and surrounding areas.
- Generated and delivered quality assurance reports (QA), identifying areas for improvement, and implementing corrective measures to enhance operational efficiency and customer experience.
- Assisted English and Spanish-speaking customers over the phone.
- Resolved phone-related technical issues, such as troubleshooting software, hardware, and network connectivity problems.

LANGUAGE SKILLS

Mother tongue(s): **Spanish**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Hungarian

LISTENING A1 SPOKEN PRODUCTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Touch-Typing / Microsoft Office / LMS Integration / MOODLE usage / Knowledge of presentation platforms (PowerPoint, Canva, Prezi, Wooclap) / Design of Digital Learning Resources / Social Media Platforms / LMS administration / File Management / Project Management Software - ClickUp / Collaboration Tools / Conference platforms (Zoom, Teams, CISCO Webex)

EDUCATION AND TRAINING

Master in Research and Innovation in Higher Education (MARIHE)

Eötvös Loránd University & Tampere University [Aug 2021 – Jul 2023]

City: Budapest

Country: Hungary

Website: <http://www.marihe.eu/>

Field(s) of study: Education

Final grade: 5 – Level in EQF: EQF level 7

Number of credits: 120

Thesis: Exploring Digital Transformation in the MARIHE Erasmus Mundus Program: A Case Study of ELTE and TAU.

Link: [https://trepo.tuni.fi/bitstream/handle/10024/149826/SanchezRojasLizethDayana.pdf?](https://trepo.tuni.fi/bitstream/handle/10024/149826/SanchezRojasLizethDayana.pdf?sequence=2&isAllowed=y)

[sequence=2&isAllowed=y](https://trepo.tuni.fi/bitstream/handle/10024/149826/SanchezRojasLizethDayana.pdf?sequence=2&isAllowed=y)

- Completed the Master's courses in Budapest, Hungary specializing in the Learning and Teaching track, gaining in-depth knowledge of pedagogical theories and practices in higher education.
- During the Learning and Teaching specialization, I contributed to the planning, design, and development of a higher education program focused on assessment. This involved setting clear aims, defining learning outcomes, and designing learning activities. Additionally, I played a key role in creating a specialized glossary of terms related to the program's subject matter and crafting a practical guide specifically tailored to assist university teachers in implementing five selected assessment methods.
- Degrees obtained: Educational Scientist by Eötvös Loránd University and Master of Administrative Sciences by Tampere University.

Postgraduate in ICT-Mediated Educational innovation

Universidad ECCI [2019 – 2020]

City: Bogotá

Country: Colombia

Website: <https://www.ecci.edu.co/programas/especializacion-en-iinnovacion-docente-mediada-tic-virtual/>

Field(s) of study: Education | Information and Communication Technologies

- Studies focused on the design, management, and evaluation of virtual learning environments.
- Developed expertise in utilizing information and communication technology (ICT) to enhance teaching and learning experiences.
- Applied principles of instructional design to create dynamic and interactive learning materials.

BA in Basic Education with emphasis in English

Universidad Distrital Francisco José de Caldas [2007 – 2013]

City: Bogotá

Country: Colombia

Website: <http://lilenguasmodernas.udistrital.edu.co:8080/>

VOLUNTEERING

Program Representative

[Erasmus Mundus Association, Sep 2022 – Current]

- Promoting Erasmus Mundus programs.
- Assisting prospective students and newly selected EM students.
- Supporting the formation of a community of graduates and students in the MARIHE program.
- Supporting job placement and professional development of EMA members.

Link: <https://www.em-a.eu/programme-representatives>

Volunteer

[Bogotá, Colombia Rise and Walk Foundation, 2018 – 2018]

- Provided academic support to primary and secondary school students, assisting them with their homework assignments and academic development.
- Collaborated with a team of volunteers to organize activities focused on promoting teamwork and essential skills among children and teenagers.

Link: <https://www.fundacionlevantateyanda.org/en>

HONOURS AND AWARDS

Erasmus Mundus Scholarship

European Commission [2021]

The **Erasmus Mundus Program** offers full scholarships to the best-ranked students worldwide. Scholarships cover participation costs and contribute to travel, visa and a living allowance.

Erasmus Mundus Joint Masters are prestigious international masters, jointly designed and delivered by a group of higher education institutions. They involve at least 3 institutions from at least 3 different countries, and multiple associated partners from the academic and non-academic world.

Link: <https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/erasmus-mundus-joint-masters>

PROJECTS

Mindful Mundus: A Mental Health Support Project for Erasmus Mundus Students

[15 Jun 2023 – 15 Oct 2023]

Mindful Mundus is an innovative initiative designed to provide comprehensive mental health support and foster intercultural competence among the diverse Erasmus Mundus student body. The project is rooted in the understanding that mental well-being and cultural adaptation are crucial for optimal academic performance and personal growth.

It was developed and delivered by the Erasmus Mundus Student & Alumni Association (EMA) in collaboration with the Global Minds Association (GMA), with the support of ESAA and funding from the European Union. Mindful Mundus Experts facilitated webinars, workshops, and small group discussions online from September 4th to October 14th and reached close to a hundred participants.

Links: <https://www.em-a.eu/mindful-mundus> | <https://www.youtube.com/watch?v=zO6J0HJbMgs>