**Jeffery Lawson**

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**Education**

**Calvin College-** Grand Rapids, MI, June 2007

Bachelor of Arts- Religion

Overall GPA: 3.5/40

Dean’s List 6 of 8 Semesters

**Experience**

**Elite English Academy,** English Teacher, South Korea, May 2009-May 2010

* Developed and edited content for 3 new essay books, picking topics, creating essay and discussion questions
* Proofread daily over 60 student essays and diaries, improving student’s grammar, spelling, and syntax
* Developed strong communication skills presenting lessons to 6 classes of 10 or more students
* Facilitated class role-play, games, and activities while motivating student participation
* Gained the school director’s approval to implement a more effective curriculum for conversation classes

**Cave Café,** Chairman, Calvin College, August 2006-June 2007

* Oversaw a student organization that planned 30 student and local artist concerts
* Increased event attendance by 20% by designing higher-quality flyers and posters using Adobe Photoshop
* Handled all artist and band relations, negotiating contracts, making travel arrangements, and sending payments
* Composed event updates and announcements for college newsletter and website
* Planned and led informational meetings, communicating duties and the organization’s mission
* Represented club at the student organization fair, raising club awareness and recruiting new members

**World Harvest Mission**, Missionary Apprentice, Cincinnati, OH, January 2008-April 2009

* Composed and sent out letters requesting financial support to over 100 individuals and organizations
* Organized 4 support-raising parties, networking and recruiting potential new support
* Communicated organization’s mission and values at churches, support parties, and individual meetings
* Generated over $20,000 in pledged monthly and one-time support
* Wrote over 30 update letters to pledged supporters detailing activities and needs

**Starbucks,** Shift Supervisor, Liberty Township, OH, June 2007-May 2009

* Managed teams during rushes of up to 80 transactions per hour, ensuring drink times were met and proper deployment
* Worked over 40 hours a week while working as a missionary apprentice and summer intern

**Uno,** Server, West Chester, OH, August 2010-Present

**Activities/Interests**

* **Music Team Leader**, North Cincinnati Church, 2005-Present
* **Judge**, Elite CNN Essay and Speech Contest, 2010
* **Selected Participant,** Calvin College Variety Show, 2005-2007
* **Founding Member,** Belmont University Hockey, 2003
* **Interests include** songwriting, The Office, ice hockey, and studying ancient Greek