Elizabeth A. Garrett

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**Objective:**

To pursue a career as an ESL Instructor

**Education:**

Bachelor of Arts (Double Major)

*Communications and Culture/ Psychology*

Clark University

May 2006

TEFL Certification

The Boston Language Institute

March 2009

**Experience:**

*Head Teacher, YesYoungdo English Academy, Anyang-City, South Korea*

Responsibilities:

-Liaison between Korean staff and foreign teachers

-Finding and using materials and resources to better teach the curriculum

-Organizing and running teachers meeting’s and workshops

-Grading and evaluating students

-Teaching ESL (grade 1 to adults) 30 hours per week

*Executive Assistant to the Vice President of Academic Affairs, Wheelock College, Boston, Ma.*

Responsibilities:

- Draft letters/emails for the Vice President for Academic Affairs

- Proof-read, create and gather materials necessary for meetings for the VPAA, e.g., charts, photocopies, pamphlets, etc.

- Create all faculty employment contract letters

- Help to organize any faculty orientations and events

- Manage 2-5 Work Study Students for the Office of Academic Affairs

*Temp, Professional Staffing Group, Boston, Ma.*

Typical Assignments:

- Tufts University, entered data into online database.

- Massachusetts College of Art, public relations department, assisted in the coordination of an art auction.

- Epix Pharmaceuticals, managed a high volume phone system and provided administrative assistance.

**College Athletics, Clubs and Interests:**

-Bikram Yoga

-Ski/Snowboarding

-Cooking

-Travel

-African History

**Volunteer Work:**

Girl Scouts of America, Eastern Massachusetts (Leader)

       - Co-started a Girl Scout troop for 15 foster girls in Roxbury, MA

Horizon for Homelessness, Worcester, Ma.

         - Cared for underprivileged children

Habitat for Humanity

         - Provided administrative assistance

**Skills:**

Highly proficient in Microsoft Business Suite and Adobe PhotoShop CS2

Proficient with both Microsoft and Macintosh software

**Languages:**

Basic -- Spanish