**SKILLS:**Degreed and experienced writer/editor, experienced English/writing teacher, trained understanding of computer applications and technology, excellent verbal communication, hard-working team player

EXPERIENCE:

**Part-Time English/Writing Tutor, Sylvan Learning Center, Austin, TX (August 2006 – November 2007)**

· Tutored students from 6th grade through high school in English and writing to improve their reading, writing, spelling, and grammar skills and help them become better communicators both in and outside class

**After School Director/Teaching Assistant, Paragon Prep Middle School, Austin, TX (October 2006 -August 2007)**

· Led the Paragon After School program of 30 to 40 students by helping them with homework, creating and directing recreational activities, and disciplining as needed

· Assisted teachers by providing educational support for students and supervising classes

**Writing Tutor & Newsletter Editor, Del Valle High School, Del Valle, TX (August 2004 – August 2006)**

· Tutored students individually and in groups to improve their English and grammar skills, become more adept writers, and pass the written portion of the English TAKS (Texas Assessment of Knowledge and Skills) test

 Collaborated with teachers and students on writing Del Valle newsletter

· Conducted final edits for newsletter

**Sales Writer, Blast! Express, Austin, TX (January 2003 – July 2004)**

· Wrote and edited documentsincluding proposals and reportsfor the sales department and maintained company database

· Trained new employees in the sales department

**Part-Time Contract Editor/Transcriber, On the Record Reporting, Austin, TX (January 2001 – December 2002)**

· Wrote, edited, and transcribed recorded court proceedings using a multi-channel transcribing machine and computer

**Internet Communications Manager**, Pagewise.com, Austin, TX (September 2000 – December 2002)

· Authored, edited, and published original work on the web site

· Edited work of fellow employees