

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Introductory Composition Teaching Assistant - FSU / Location

MONTH YEAR - Present

- **Job Description:** Taught writing and introductory composition courses to undergraduates at FSU for two years while obtaining my MFA.
- **Results:** Boosted average GPA by .5 and assisted over 700 students with coursework and additional requirements.
- **Additional Competencies:** Graded hundreds of essays a week and assisted with managerial tasks and office duties.
- **Other:** Planned and delivered a dozen lectures while the professor was out of the classroom.

### Writing Tutor - The Writing Center / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Provided personalized writing services to over 500 students at The Writing Center at Ohio State University.
- **Results:** Boosted average composition grades by 15% and wrote recommendations for over 30 students.
- **Additional Competencies:** Ran a social media marketing campaign that attracted over 100 new students to the Center.
- **Other:** Planned and managed monthly author readings and lectures at The Writing Center and documented all events for social media.

### Project Experience

- **Publications:** I published eight pieces over six publications across Ohio, earning over 5,000 followers on social media.
- **English Language Tutoring:** Volunteer tutor at the Day Laborers Center and worked with over 30 people to finetune their resume and cover letter writing skills.
- **Curriculum Design:** Worked closely with the committee to develop a new composition curriculum for all first-year students.

## Education

### Masters of Fine Arts in Creative Writing - Ohio State

MONTH YEAR

- GPA of 3.95
- published eight essays across local

### Bachelor of Arts in English - Ohio State University

MONTH YEAR

- GPA:4.0

### High School Diploma - SCHOOL

MONTH YEAR

- GPA: 3.89
- Earned valedictorian
- Delivered a speech at graduation.

## Skills

### Expertise

- Patience
- Perseverance
- Communication and Collaboration
- Interpersonal Skills
- Diligence and Punctuality

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- TESOL Certified
- Certified ESL instructor
- Certified high school English teacher in Florida