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## SKILLS

Customer service, cashiering, merchandise recovery, phone etiquette, writing, teaching, presenting.

Photography, French, Russian, Spanish.

## ON THE COMPUTER

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Adobe Photoshop, Adobe InDesign, Adobe Illustrator.

Social media, Wordpress, HTML.

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## EXPERIENCE

### Barnes and Noble • Bookseller

San Jose, CA / Nov. 2015 – Jan. 2015

I shelved books according to store protocol and helped customers find products by listening to and acting on their needs. I also cashiered while selling the benefits of the Barnes and Noble membership program and promoting the holiday book drive for local underprivileged children.

### LAL Boston • ESL Teacher

Boston, MA / Mar. – Aug. 2015

I taught general English classes and a twice-weekly elective, injecting fun into my lessons whenever possible. I created custom worksheets, took students around the city to learn in real-life situations, and had them create a collage advertisement for the school from magazines when the internet was down - my favorite lesson.

### EF Education First • ESL Teacher

Boston, MA / Jan. – Mar. 2015

I developed creative lessons from scratch for four electives: Intermediate Art History, Upper Intermediate Debate, Intermediate Pronunciation, and Advanced Grammar. I occasionally led conversation classes as well. My goal was always to use authentic source material to make English come alive.

### Cost Plus World Market • Sales Associate

Mountain View, CA / Mar. 2014 – May 2014

I welcomed guests and assisted them in finding what they needed, rang up purchases, recovered merchandise, and sold the Explorer rewards program to meet the daily sign-up quota ~80% of the time. I was promoted within two months of hire.

### ThinkTank Learning • French Tutor

San Jose, CA / Dec. 2012 – May 2014

When students were struggling in French, I tailored sessions to their needs, gave them extra support and tracked and communicated their progress to their parents and the tutoring center staff. I taught one AP level French class where I created the curriculum and worksheets from scratch.