

Janie Rowland

Address: 10654 Rhinestone Drive, Colorado Springs, Colorado 80908

Cell: (719) 201-4808

Email: janie.e.rowland@gmail.com

EDUCATION

B.A. in French, minor in **Psychology**

May 2012

Wheaton College, Wheaton, IL

- Cumulative GPA: 3.66/4.0

Study Abroad

September 2011 – January 2012

Institut Catholique de Paris, Paris, France

- Completed upper level coursework in French language and European history
- Learned to quickly establish rapport with individuals in a foreign culture

EXPERIENCE

ESL Teacher

Sogang Language Program, Ansan, South Korea

September 2012 – September 2013

- Taught English grammar, vocabulary, reading comprehension, and writing to elementary and middle school students
- Built rapport with students and fellow teachers from a different cultural background
- Created a trusting atmosphere through sensitivity to students' strengths, weaknesses, and personal learning styles
- Wrote lessons that were appropriate to students' English level and reflected their needs and interests
- Engaged students in activities designed for maximum interaction in large and small groups

Business Manager

Wheaton College Model United Nations, Wheaton, IL

August 2009 – May 2011

- Organized meetings and events for Model UN members
- Planned and organized local conferences for high school students
- Oversaw Model UN budget of \$11,000 – \$13,000 to ensure profit gain each year

Office Assistant

Wheaton College Career Services Office, Wheaton, IL

August 2008 – May 2011

- Personably and professionally greeted each student and visitor entering the office
- Scheduled appointments with counselors and explained the benefits of assessments
- Completed data entry tasks to post employment opportunities for students and alumni
- Directed callers to appropriate programs and resources
- Answered employer questions and received job opening information
- Assisted in design and production of event marketing material

Fundraising Associate

Wheaton College Phonathon, Wheaton, IL

January – May 2010

- Acted as a liaison via telephone between Wheaton College and its alumni, parents, and friends
- Established and maintained relationships with constituents in order to keep them informed and sustain financial support

ADDITIONAL ACTIVITIES AND COMMUNITY INVOLVEMENT

• Private French Tutor, Wheaton, IL

2010 – 2011

• Volunteer, *DuPage County Health Department, Mental Health Division
Transitional Services Unit*, Wheaton, IL

September – December 2010