

CHARLOTTE BEERS

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Proficiencies

- TEFL Certified (Asian College of Teachers - 120 Hour Program)
- Microsoft Suite (Power Point, Word, Excel)
- Google Suite (Slides, Docs, Sheets, Forms)
- Adobe Suite (Dreamweaver, Illustrator, InDesign, Photoshop, Premiere Pro)
- Video Editing (Final Cut Pro CC, iMovie, Wondershare Filmora)
- HTML and CSS (base knowledge)
- Content management (Zenfolio, Cascade)
- French: advanced (reading, writing, speaking)

Professional Experience

ENGLISH AS A SECOND LANGUAGE (ESL) TEACHER AUGUST 2019 - PRESENT

GYEONGSANGBUK-DO OFFICE OF EDUCATION - Gyeonsangbuk-do, South Korea

Teaches conversational English to Korean students ranging in age from eight to fifteen years old. Works in conjunction with native Korean co-teachers to create unique lesson plans, after school activities, English camps, and evaluate English assignments and exams for tonal and grammatical accuracy.

COMMUNICATIONS PROFESSIONAL AIDE MAY 2019 - AUGUST 2019

STUDENT COMMUNICATIONS ASSISTANT FEBRUARY 2018 - MAY 2019

FACILITY FOR RARE ISOTOPE BEAMS (FRIB) - East Lansing, MI

Worked in a team environment to create internal and external communication pieces. Completed tasks included video production, photography, digital content, digital asset management, HTML, Adobe Suite, web content, and publishing.

LIFESTYLE CO-DIRECTOR MAY 2018 - MAY 2019

LIFESTYLE TEAM MEMBER SEPTEMBER 2017 - MAY 2018

VIM MAGAZINE - East Lansing, MI

Managed a team of 15 members. Organized article pitches, submissions, and blog posts. Worked collaboratively to brainstorm, create out-of-the-box content, draft articles, creatively direct photoshoots and perform administrative duties for monthly digital and bi-annual print issues.

UNDERGRADUATE WRITING CONSULTANT JANUARY 2017 - FEBRUARY 2018

MICHIGAN STATE UNIVERSITY WRITING CENTER - East Lansing, MI

Aided international and national undergraduate through graduate level students to revise, edit, and brainstorm their various papers, documents, and multimedia projects.

Education

MICHIGAN STATE UNIVERSITY - East Lansing, MI GRADUATED MAY 2019

B.A. Professional Writing B.S. Environmental Studies and Sustainability

Minor in French

Volunteering Experience

STUDENT WRITING TUTOR SEPTEMBER 2016 - MAY 2017

GLENCAIRN ELEMENTARY SCHOOL - East Lansing, MI

Tutored 3rd-grade students. Helped students with writing, brainstorming, spelling, and grammar on an individual and group basis. Interaction weekly with students and faculty.