

Carolyn C. Greco

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Richmond, Kentucky

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**College teacher desires permanent career shift (translated: coworkers and a lunch break).
Easily learns new information. Personable. Analytical. Smart. Communicator.**

Time	Title	Skills
	University Writing Instructor	Excellent organizational skills
	Overseas Teacher	Attention to detail
	Business Copywriter	Self-motivated; Plans ahead
6 years customer service	Interviewer	Works individually or as a team
6 years teaching	Flight Attendant	Communicates to all stakeholders
2 years office administration	Administrative Assistant	Meets deadlines; Loves fast-pace
	Assistant Hotel Supervisor	Provides creative solutions
	Coffee Shop Shift Supervisor	Managed 35 union employees
	Writing Center Tutor	Payroll preparer; Time scheduler
	Academic Researcher	Made daily deposit

EDUCATION

- York University, Toronto, Ontario. Master’s Degree, Interdisciplinary Studies
- University of Toronto, Ontario. Teach English As A Second Language Certificate
- University of Cincinnati, Ohio. Bachelor’s Degree, English Literature/Journalism. Cum Laude
- Franklin College, Franklin, Indiana. Transferred to University of Cincinnati

WORK EXPERIENCE

Academic:

- **Writing / Reading Instructor**, CESL, University of Kentucky, present
- **Writing / Reading Instructor**, ESL, University of Dayton, Oh 2013
- **Workplace ESL Instructor**, Advantech, Cincinnati, Oh 2010, 2011
- **Developmental Writing / Reading**, Ivy Tech State College, Lawrenceburg, In 2011
- **Writing Instructor**, American Language Program, Northern Kentucky University 2011
- **Medical English Instructor**, Global Colleges, Kingdom of Saudi Arabia 2010 - 1011

Academic:

- **Writing Adjunct / Engineering Writing Tutor**, University of Toronto 2007 - 2009
- **Writing Program Instructor**, University of Western Ontario, London, On. 2006 - 2007
- **Course Instructor and Writing Centre Tutor**, York University 2002 - 2006
- **Writing Instructor**, Humber College, Toronto 2003

Writing & Administration:

- **Executive Assistant** to the CEO. Multimedia Nova Corp. Toronto, On.
- **Business Copywriter and Project Manager** Editorial Marketing Inc. (EMI) Cincinnati
- **Test Evaluator** for Writing and Science. Data Recognition Corp, Cincinnati
- **Development Associate**. St. Rita School for the Deaf. Cincinnati
- **Business Writer**. Cincinnati Chamber of Commerce.
- **Writer, Reporter, Columnist, Speech Writer**, web copy, blog, newsletters, brochure

Customer Service:

- **Assistant Housekeeping Supervisor**. Millennium Hotel. Cincinnati
- **Sole Flight attendant**. Comair, Cincinnati/Northern Kentucky Airport
- **Shift Supervisor**. Starbucks. Toronto.
- **Sales Associate for startup**. ServMart. Chicago
- **Sales Associate for startup**. Heart of the Meal, Montgomery, Oh.

Conferences:

- Attendee, Ivy Tech & Indiana University's "Essential Moves in College Writing,"* 2011
- Attendee, International Writing Center Assoc. Summer Institute.* July 2010
- Conference Presenter, East Central Writing Center Association, (ECWCA) Ohio State.* 2008
- Conference Presenter, Inkshed, University of Western Ontario.* 2007

COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint
- Microsoft PowerPoint
- Blackboard, WebCT
- Microsoft Outlook