

Carolyn C. Greco

513-417-1981

Richmond, Kentucky

carolyncgreco@gmail.com

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

Time	Title	Skills
6 years customer service 6 years teaching 2 years office administration	University Writing Instructor	Excellent organizational skills
	Overseas Teacher	Attention to detail
	Business Copywriter	Self-motivated; Plans ahead
	Interviewer	Works individually or as a team
	Flight Attendant	Communicates to all stakeholders
	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 - 2011

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