**Mia Wilder**

1068 Gerard Ave Bronx, NY 10452 (917) 940-0613 miawilder@hotmail.com

**SUMMARY OF QUALIFICATIONS**

* Gained more than 5 years in office management experience
* Gained experience in proofreading, copyediting, and content editing
* Enhanced communication skills and interpersonal abilities
* Developed excellent organizational, presentation, and writing skills
* Perform day-to-day administrative tasks such as maintaining information files and processing paperwork
* Superior telephone and customer service skills

**WORK HISTORY**

**JAMES ENGLISH ACADEMY,** IIsan, South Korea July 2007–July 2009

*Foreign Language Teacher*

**STUDENTVOICE,** Buffalo, NY November 2006–January 2007

*Content Developer—interim*

**ETON LANGUAGE INSTITUTE,** Gimpo, South Korea July 2004–September 2006

*Foreign Language Teacher*

**ENGLISH LANGUAGE INSTITUTE***,* Incheon, South Korea June 2003–June 2004

*Foreign Language Teacher*

**Massachusetts College of Liberal Arts***,* North Adams, MAJanuary 1999- May 2002

*Office Assistant*

**Bronx Community College**, Bronx, NY September 1997- December 1998

*Office Assistant*

**Sonia V. Robinson, E.S.Q**, Bronx, NY January 1997- August 1997

*Office Assistant*

**SKILLS AND ACCOMPLISHMENTS**

* Designed various workplace schedules
* Compile, copy, sort, and file records of office activities, business transactions, and other activities
* Taught Writing with an emphasis on grammar and structure
* Created lesson blueprints focused on listening, reading comprehension, and speaking
* Maintain and update filing, inventory, mailing, and [database systems](http://www.e-bestresumes.com/resume_sample_office_assistant2.htm), either manually or using a computer.
* Gave lectures on the different aspects of conversational English
* Assisted students in order to help them increase their knowledge of linguistics
* Assumed responsibility of supervising students of all age levels
* Open, sort and route incoming mail, answer correspondence, and prepare [outgoing mail http://kona.kontera.com/javascript/lib/imgs/grey_loader.gif](http://www.e-bestresumes.com/resume_sample_office_assistant2.htm" \t "_top)
* Created online surveys for colleges and universities
* Wrote and published local newspaper articles
* Edited surveys, essays, and other writing materials
* Proofread surveys to improve readability and maintain consistent writing styles

**EDUCATION**

**BA, English Communications**, Massachusetts College of Liberal Arts, 2002