

Chloe Louise F. Shill

Personal Information:

Age: 24

Date of Birth: 28/2/1992

Nationality: American

Marital Status: Single

Mobile: +54 11 6647 0793

Address: CABA, Buenos Aires, Argentina

Email: clfshill48@gmail.com



PROFESSIONAL EXPERIENCE

Language Trainers

Buenos Aires, Argentina

Online Programs Developer and Trainer – Remote

Sept. 2016 - Present

- Work directly with online trainers and internal teams to create new methods, resources and tools for Online courses
- Develop and implement new methods of communications, programs (course packages) and work with internal teams to ensure they are delivered in a clear and professional way to both clients and trainers
- Create and lead teacher and internal team professional development workshops where the latest tools and resources are introduced to promote company policies and goals
- Utilize tools and platforms such as Skype, Join.me, Electa and Asana to lead workshops/conferences and follow up with ongoing projects between internal teams
- Designed company's first Online teacher database for current and potential clients to view and pre-select their desired Online trainer from our company site

Language Trainers

Buenos Aires, Argentina

Resource Manager- Remote

Sept. 2015 – August 2016

- Provide corporate clients as well as private clients with language training services, connecting them with international professional language trainers and organizing and designing personalized language programs both online and face-to-face
- Actively manage 40+ accounts (clients) at any given time
- Recruit professional language trainers all over the world and perform 10–15 interviews weekly via Skype and telephone
- Facilitate phone conferences between clients and potential trainers to ensure a positive, professional and personable connection is made and that all concerns are quelled and all questions are answered
- Maintain relationships with candidates proactively and assist with professional trainings and interview coaching
- Utilize tools such as LinkedIn, Indeed, Monster, and Facebook Classifieds to search for potential language trainers
- Was the first Resource Manager to confirm a re-booking before 6 months of employment, confirming 3 re-bookings in the 3rd month after joining Language Trainers

Iboux – Capital Federal

Buenos Aires, Argentina

Children and Adult Business English Instructor

August 2014 – Sept. 2015

- Served as lead English language trainer through one-on-one online virtual language lessons
- Cultivated relationships with clients to foster a productive and comfortable learning environment within the virtual classroom for both children as young as 12 years old to adults.
- Created and designed mock meetings, interviews, and presentations in English for business professionals
- Utilized platforms such as WebEx, Google Documents, Excel and Skype to enhance the virtual classroom experience
- Developed lesson plans according to the needs and objectives of clients

Freelance English Teacher

Buenos Aires, Argentina

Children and Adult English Teacher

July 2014 – March 2016

- Worked with companies such as Bridge English Institute Argentina and STEPS to deliver face-to-face English lessons to both Children and Adults
- Tutored Children who attend international schools and must fulfill the requirements of American or British school curriculums in core subjects such as English, Language Arts, Social Studies and Science.
- Provided specialized English lessons to both children and adults in areas like leisure and school reading and writing, interview preparation, CV writing, email writing and general conversational classes to build students English speaking confidence.

EDUCATION

Universidad Torcuato Di Tella

Master of Public Policy

Buenos Aires, Argentina

2015 – Present

University of Florida

Bachelor of Arts in International Studies and Latin American Foreign Policy

Gainesville, FL, U.S.A.

2014 Graduate

- Graduated with Honors

Universidad de Belgrano

Fall Study Abroad program

Buenos Aires, Argentina

Fall 2013

University of Bridgeport

Bachelor of Arts in International Political Economics and Diplomacy

Bridgeport CT, U.S.A

Aug. 2010- May 2012

- NCAA Athletic Scholarship

