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



Language Trainers

Online Programs Developer and Trainer – Remote

- 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 peological) and work with internal teams to
- 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

Resource Manager- Remote

- 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

Children and Adult Business English Instructor

- 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

Children and Adult English Teacher

- 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.

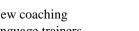
EDUCATION

Universidad Torcuato Di Tella Master of Public Policy University of Florida Bachelor of Arts in International Studies and Latin American Foreign Policy • Graduated with Honors Universidad de Belgrano Fall Study Abroad program University of Bridgeport Bachelor of Arts in International Political Economics and Diplomacy

• NCAA Athletic Scholarship

Buenos Aires, Argentina 2015 – Present Gainesville, FL, U.S.A. 2014 Graduate

Buenos Aires, Argentina Fall 2013 Bridgeport CT, U.S.A Aug. 2010- May 2012



Buenos Aires, Argentina August 2014 – Sept. 2015

Buenos Aires, Argentina July 2014 – March 2016

Buenos Aires, Argentina

Sept. 2015 - August 2016

Buenos Aires, Argentina Sept. 2016 - Present