

# JONAH KAREW

Greater NY & NJ Area | (732) 551 8773 | [jonahkarew@gmail.com](mailto:jonahkarew@gmail.com)

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## *Skillset*

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- Excellent writing and editing skills
- Computer savvy (Microsoft Word, Excel, PowerPoint, Outlook, Google Docs, Sheets, Calendar, Gmail)
- Fluent in advertising on several social media websites/apps (LinkedIn, Google Hangouts, Facebook, etc.)
- Public Speaking skills cultivated through years of oral exams at College
- Dependable work ethic with high attention to detail
- Strong organizational skills
- Efficient at priority-based task accomplishment
- Experienced in problem-solving and developing creative solutions

## *Education*

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Bachelor's Degree in Liberal Arts | St. John's College, Annapolis, MD | 2012-2016

Focus: Double Major in the History of Mathematics  
& Science/Philosophy (Ethics, Metaphysics, and Political Theory).  
Double Minor in Classical Studies and Comparative Literature.

## *Accomplishments*

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- Regularly improved student's SAT & ACT scores by 30% in 8 week timeframes
- Advised colleagues on efficient techniques for refining student's comprehension of testing material
- Developed strategies for new applications of curriculum to improve productivity of students
- Assisted fellow employees with computer skills & navigation of regularly used programs
- Maintained several unmentioned jobs to further college education

## *Experience*

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Teacher | Huntington Learning Center, Newark, DE | January 2017 – December 2017

- Specialization in SAT/ACT Preparation for English/Reading/Mathematics/Science sections
- Provide engaging and supportive methods to facilitate student improvement both in school and as a participant in the program
- Develop quick familiarity with curriculum and supplementary material provided for students
- Update student's filed paperwork consistently and flawlessly with short analysis of their progress and achievements each appointment
- Teach additional specific skills such as time management, schedule planning, literary analysis, etc.

Switchboard Operator | St. John's College, Annapolis, MD | August 2013 – May 2016

- Transferred calls that entered the college to specific employees
- Provided information about the college to callers
- Handled mail, including receiving packages for staff and students
- Ensured compliance when registering and welcoming visiting families and friends of students
- Managed reservations made for the campus for weddings, parties, concerts, lectures, and other events