

SOREN ROWDEN

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Summary

Adaptable and dedicated worker looking to break into the tech industry in an innovative and forward-looking company.

Skills

- Knowledge of HTML and CSS
- Ability to communicate well with customers
- Strong ability to explain and teach new concepts
- Experience with Microsoft Office and Windows products
- Time management
- Strong verbal and written communication skills
- Extremely organized
- Responsible, committed, and dependable
- Strong verbal and written communication skills
- Can manage multiple tasks easily
- Team player
- Highly detail oriented

Education

GRADUATED JULY 2014

UC Berkeley, Berkeley, CA - BA

- Interdisciplinary field based on writing and research
- Study anthropology, history, political science, and Japanese language and culture
- Write many essays and literary reviews focusing on analyzing documents and informing the reader on specific issues
- Learn research methods and techniques
- Learn various writing styles

Experience

MAY 2015 - JANUARY 2016

EF Education First, Remote - English Teacher

- Teach private and group lessons to adults
- Teach lessons in a relevant, interesting, and fun manner
- Manage time so each student gets enough time to practice and receive constructive criticism
- Take notes during the lesson to provide helpful feedback for each student after every lesson
- Prepare and organize lesson materials before each class
- Write students a customized message after their class with suggestions on how to improve and praise on the areas they are doing well

MAY 2015 - NOVEMBER 2015

Nextwave Advocacy, Remote - Grassroots Political Letter Writer

- Write letters to an organization or an individual based on recorded conversations with a client
- Edit for grammar, syntax, and other mistakes
- Ensure the letters are all unique to each client's voice
- Manage my own schedule to ensure timely completion of letters, especially during high-volume projects

AUGUST 2014 - OCTOBER 2014

Gaba Corporation, Tokyo, Japan - ESL Teacher

- Teach conversational English to adults in a one-on-one setting
- Review materials before each class and create meaningful, entertaining, and customized lessons
- Take notes for the student during the lessons so they can focus on practicing
- Provide helpful feedback after each lesson to help each student improve and encourage their progress

JULY 2012 - DECEMBER 2012

Champion Electric, Riverside, CA - Accounting Assistant

- Use billing software to allocate payments made by employees to the appropriate budget category
- Communicate with Project Managers and Foremen regarding budget changes and payment information
- Work closely with Project Managers to ensure proper budgeting allocation
- Pay monthly credit card bills and manage weekly check runs
- Ensure each charge is accounted for and approved by the appropriate person
- Manage employee reimbursements
- Extreme attention to detail to ensure every penny is accounted for
- Investigative skills to reconcile mismatched dollar amounts
- Resolve payment issues and manually collect receivables when necessary
- Explain terms-of-payment and contracts to customers

SEPTEMBER 2005 - JULY 2012

Champion Electric, Riverside, CA - Clerical Assistant

- Learn who does what in the company and transfer incoming calls accordingly
- Answer general questions about the company if the caller does not need specialized information
- Organize incoming mail, faxes, and emails and forward them to the appropriate person
- Assist Human Resources Director with on-boarding new employees
- Maintain and organize files, both electronic and physical
- Manually collect receivables when necessary
- Explain terms-of-payment and contracts to customers
- Write Standard Operating Procedures for various tasks for training purposes