Olga M. Rodriguez

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Phone: *(956) 369-2250*

***EDUCATION***

**Sarah Lawrence College,** Bronxville, NY; Master of Fine Arts, May 2014

Concentration: Fiction

**Syracuse University,** Syracuse, NY; Bachelor of Science, May2012Majors: Communication and Rhetorical Studies, English Textual Studies

***EXPERIENCE***

**Exploration Summer Programs**,New Haven, CT *Instructor-* Created a curriculum for a Creative Writing class that encouraged active engagement. Taught four different groups of approximately fifteen students during a six-week period.

*Resident Advisor-* Responsible for two groups of approximately 20girls, ages 15-17*.* Organized and led activities meant to promote group bonding and effective communication among the group.

(Summer 2013 and 2014)

**Sarah Lawrence College**, Bronxville, NY

*Teaching Assistant-* Assisted professor in organization of class. Lead discussions when necessary. (September2013-December 2013)

**Sunnyside Community Center,** Queens, NY

Created and taught a weekly creative writing class comprised of high school juniors and seniors.

(November 2012-February 2013)

**Yonkers Trade and Technical School,** Yonkers, NY

Used a creative approach to assist high school seniors in writing their college essays.

(Fall 2012)

**Hot English Magazine,** Madrid, Spain

*Editorial Intern-* Researched and wrote articles for publication. Edited grammar booklets to be used by ESL students. (Summer 2011)

**Connect**, Syracuse, NY

*Reporter and WRB (Writer/Researcher/Booker*)- Researched news stories and conducted interviews for a news show dedicated to public affairs and produced on the Syracuse University campus. (Spring 2010)

**CitrusTV Noticias,** Syracuse, NY

*News writer****-*** Wrote news stories to be read on-air by the anchors.

(Fall 2008-Spring 2009)

*Producer*- Organized run-down with ENPS, inputted graphics, and edited stories.

(Fall 2009-Spring2010)

*Executive producer-* Headed and organized news show. Determined which news stories were suitable for the intended audience and was also in charge of organization during filming. (Spring 2010- Spring 2012)

*Director-* In charge of calling out commands to camera crew and news cast during filming of the live to tape show. (Spring 2011-Spring 2012)

***SKILLS***

Fluent in Spanish

Mastery of Microsoft Office Programs

To Whom It May Concern:

I am writing to express my interest in the English and History Tutor position with your organization.

I received my Bachelors of Science from Syracuse University and my M.F.A. from Sarah Lawrence College. In the past two years I have taught in a variety of environments. Among these have been Saunders Trade and Technical School in Yonkers, Sunnyside Community Center, Sarah Lawrence College, and Exploration Summer Programs. I have constructed curriculums and led Creative Writing courses that fit the needs of each of these different organizations. In addition, these past experiences have granted me the opportunity to teach and mentor students of different ages, socio-economic backgrounds, and nationalities. I have therefore learned to be flexible and accommodating to all personality types and learning practices.

I appreciate your taking the time to review my resume and credentials. I look forward to hearing from you.

Sincerely,

Olga Rodriguez