**CARLYN KAUTZ**

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**OBJECTIVE**

To obtain a position within an organization that will utilize the variety of skills at my disposal.

**EDUCATION**

**TEFL Worldwide,**  Prague, Czech Republic

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| January 2011 | TEFL Certification |  |

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**Marymount Manhattan: A College of the Liberal Arts,** New York, NY, USA

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| May 2007 | *Bachelor of Arts* Theatre Performance |  |
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**EMPLOYMENT HISTORY**

**Global Youth Village,** Bedford, VA (Summer 2011)

* Youth coordinator for non-profit organization
* Organize and facilitate activities for international students
* Pedagogical and administrative responsibilities

**English Link,** Prague, Czech Republic (Winter/Spring 2011)

* Worked as TEFL-certified English teacher with varying ages, levels and class sizes
* Planned my own lessons and adapted material from course books and authentic material to suit the needs of individual classes and students
* Taught General English, Business English, Young Learners and Post-Secondary classes using immersion and the communicative method

**Five Flights Theater Company**, New York, NY (2007 – 2011)

* Co-founded non-profit theater company
* Created Educational outreach program for theater workshops in local schools
* Responsibilities include: administrative duties, keep banking ledger, lead meetings, oversee contracts, staffing decisions, scheduling, marketing/merchandise
* Have worked in various capacities of production from writing, acting, directing, producing, technical advisement and any and all business needs

**Glocap Temp Agency,** New York, NY  **(**2010 – 2011)

* Flexible; have worked in for short-term, one-day-notice, and long-term assignments
* Very adaptable; job capabilities range from secretarial, clerical, assistant, reception
* Have experience with Microsoft Word, Excel, typing speed of 50wpm
* Quick learner; able to fill needs of different companies promptly so they never experience delay in productivity

**REFERENCES**

Jehan Bradley William Lacker Emily Kaeli

Assistant Director Program Director Managing Director

Global Youth Village Five Flights Theater Company Glocap

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