**Jeannette M. Kranick**

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(971) 256-2545

**Work Experience**

English Teacher

The EnglischFee Day Camp

Munich, Germany

06/2013 – 08/2013

* Supervised bilingual groups of children, ages 4-12, and organized nature excursions, art projects and swimming activities.
* Planned camp projects and organized weekly curriculum and menu.

ESL Teacher

Marco do Camballón Secondary School

Vila de Cruces, Spain

10/2011 – 06/2013

* Taught English as a second language to students ages 12-18.
* Implemented lesson plans to encourage student participation and opportunities to creatively use language on a frequent basis.
* Taught Mathematics, Art, and Physical Education in English.

Freelance English Teacher

Santiago de Compostela, Spain

10/2011– 06/2013

* Taught private English classes in both one-to-one and small group settings.
* Business English courses with the following: government employees, engineers, receptionists, and academics.
* Provided casual conversation classes; improved student fluency and understanding of colloquial language.
* Taught children (ages 3+) with an emphasis on language acquisition and confidence in their developing skill sets.

Receptionist

Knight Library Image Services

Eugene, Oregon

01/2010 – 06/2011

* Answered incoming calls and directed customer inquiries.
* Provided administrative support for Image Services office, including filing reports, processing orders and routing correspondence.
* Scanned and modified documents with Adobe Acrobat & Photoshop; assessed all images for readability; microfilmed materials for preservation.

Barista

EMU Café Outlets

Eugene, Oregon

09/2007—06/2011

* Served customers in high-traffic cafes, managing cash register, credit card machine, and multi-line phone.
* Organized supply distribution with other cafes and trained new employees.

**Education**

Bachelor of Arts (2007-2011)

English & Spanish

University of Oregon, Eugene, OR

120-hour TEFL Certificate (2013)

Teaching English as a Foreign Language

International TEFL/TESOL Training, Spain

**Volunteer Experience**

Translator

Sports for Sharing

Washington, DC.

10/2012—Present

* Translate company training manuals, materials for classroom use, and general documents.
* Compile database of commonly used terms.
* Proofread translations for fluency and proper word use in American English.

Tutorial Leader

South Eugene School District

Eugene, Oregon

09/2010 – 06/2011

* Facilitated student-led study groups: peer correction, students asking their own questions, demonstrating solutions, working cooperatively.
* Organized study groups based on subject matter.
* Handled discipline issues as they arose.

Spanish-English Translator

Environmental Law Alliance Worldwide

Eugene, Oregon

09/2009 – 06/2011

* Translated email communication between international Alliance members.
* Provided English translations of Spanish news and press releases of Alliance activities.
* Shared relevant communication with the appropriate Alliance members.

**Languages**

Spanish: Fluent in speaking and writing

Galician: Moderate speaking skills, basic writing skills

German: Basic speaking and writing skills