

Georgia Drost

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Education

The Ohio State University

August 2016- May 2020

- Bachelor of Arts in Romance Language Studies; Honors student with a 3.9 GPA
- Focuses in French and Spanish
- Minors in Linguistics and Professional Writing

The University of Burgundy

August – December 2018

- B2-level Diploma in French fluency (DELF B2)
- Independent Education Abroad program to perfect written and oral French skills

Experience

Library Assistant with the CFAES Library and Student Success Center

May 2017– Present

- Assist head librarians in managing circulation desk, providing information to patrons
- Troubleshoot library technology systems and assist patrons in their use
- Created new training procedure to teach the Library of Congress shelving system

Writing Consultant with Ohio State University Writing Center

August 2019 – Present

- Tutor Ohio State students to develop writing processes and improve writing projects
- Tutor Columbus Global Academy students to prepare their writing for college

Literacy Tutor with the Columbus Literacy Council

May – August 2019

- Tutored adult students in reading and writing strategies
- Developed teaching curriculum and handouts for English-learning students

Assistant Curator for Ohio State University Libraries Digital Exhibit

January – August 2019

- Edited online version of past exhibit in preparation for publication
- Collaborated with supervisors and sponsors to ensure best presentation of exhibit

Intern with Columbus Monthly Magazine

May – July 2018

- Worked under tight deadlines to write, copyedit and proofread magazine articles
- Interviewed community members to create 18 informative articles
- Fact-checked Restaurant Guide and Columbus Weddings Reception Guide

Skills

Excellent organizational skills, customer service skills, and oral and written communications skills. Quick-thinking problem solver; excellent punctuality and self-motivation. Experienced in Microsoft Office and Google applications, as well as iOS operating systems. Proficient in Adobe Acrobat and XML as editing platforms. Developing fluency in French and conversational fluency in Spanish.

References available upon request.