

# Evelyn Hammond

## Experienced Language Teaching and Tutoring

Ambler, PA - Email me on Indeed: [indeed.com/r/Evelyn-Hammond/0466bff33f3cc447](https://www.indeed.com/r/Evelyn-Hammond/0466bff33f3cc447)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Student Note-taker for Disability Services**

Montgomery County Community College - Blue Bell, PA - January 2016 to Present

- Take neat, easy to follow notes
- Responsible for getting notes to student in a timely fashion

#### **Supervisor**

Yogurtland - Ithaca, NY - September 2014 to December 2014

- Responsible for cash funds, drawer balancing, and safe deposits
- Assisted in training of newly hired crew members
- Communicated with individual crew member's as to their duties
- Maintained clean, healthy, and safe prep and dining areas

#### **Crew Member**

Yogurtland - Ithaca, NY - April 2014 to September 2014

- Used POS system to handle cash, credit, and gift card transactions
- Greeted customers and answered any questions they may have
- Maintained clean, healthy, and safe prep and dining areas

#### **Office Assistant for Tutoring Services**

Ithaca College - Ithaca, NY - January 2014 to April 2014

- Greeted visitors
- Answered phones and took messages
- Performed clerical tasks including filing and data entry

#### **Peer Tutor of German**

Ithaca College - Ithaca, NY - October 2013 to January 2014

- Provided individual and small group tutoring to Ithaca College students in German language courses
- Scheduled tutoring sessions
- Reported to the Tutoring Services Manager regarding the progress of students receiving tutoring

#### **German 101 Teaching Assistant**

Ithaca College - Ithaca, NY - September 2013 to December 2013

- Met with professor weekly to review lesson plan
- Ran weekly drill sessions with students to practice German vocabulary and grammar
- Reported to the professor regarding the students' progress

#### **French 101 Teaching Assistant**

Ithaca College - Ithaca, NY - September 2012 to May 2013

- Met with professor weekly to review lesson plan

- Ran weekly drill sessions with students to practice French vocabulary and grammar
- Reported to the professor regarding the students' progress

**Counter Attendant**

Ithaca College - Ithaca, NY - September 2011 to February 2012

- Greeted customers
- Took and filled customers' orders
- Restocked food displays as needed
- Maintained clean work space and dining area

**Crew Member**

Dunkin' Donuts - Horsham, PA - September 2010 to August 2011

**EDUCATION****A.A. in Liberal Arts**

Montgomery County Community College - Blue Bell, PA  
2015 to 2016

**B.A. in French & Francophone Studies; German Area Studies**

Ithaca College - Ithaca, NY  
2011 to 2014

**CERTIFICATIONS****DELF B1**

July 2014 to Present  
Diploma of French Language Studies level B1

**GROUPS****Delta Phi Alpha**

November 2013 to Present  
National German Honors Society