# *Audrey L. Jordan*

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**Education**

* Bachelor’s Degree of Business and Arts at Campbell University – Class of 2017 (December)
  + Majors: International Business and Spanish
  + Summa cum laude

**Employment history**

* **Culture and Language Assistant** - October 2019 - Present
  + Prepare English lesson plans for all elementary levels
  + Design presentations and activities to pique students’ interest
  + Compare and contrast cultures in the USA and Spain
  + Correct pronunciation and grammar
* **Freelance English Teacher and Tutor** – August 2018 – Present
  + Prepare vocabulary and grammar lessons appropriate for non-native students
  + Engage students with interactive activities to maintain their interest
  + Develop and create unique activities, tests and curriculum for students
  + Set goals with students to measure progress
* **Apprentice for Avance: España** - February 2018 – February 2019
  + Successfully executed a marketing campaign to raise 30.000∈ in three months
  + Trained to serve the community in Granada, Spain
  + Organized and promoted events (i.e. A21 Walk for Freedom in Granada)
  + Spoke to large groups to inform, teach and train local community leaders and citizens
  + Used social media marketing to promote team projects
* **Childcare Provider** – August 2012 – January 2018
  + Cared for children between the ages of 6 weeks and 13 years old
  + Executed routines and educational activities to exercise the children’s cognitive development
* **Cracker Barrel Server** – Cracker Barrel Old Country Store #249 – Summer 2017
  + Completed thorough training through online classes and one-on-one training sessions
  + Prepared clean and comfortable dining areas for guests
  + Worked alongside a team of 10+ servers and three managers to ensure quality customer service
  + Communicated effectively among staff members and guests to execute orders correctly
* **Tutoring Center Assistant** – Campbell University – Spring 2017
  + Promoted from Writing Coach to Tutoring Center Assistant
  + Conducted basic administrative tasks
  + Responsible for front desk duties
  + Supervised writing center and tutoring center staff
  + Matched students with coaches and tutors based on subject material
  + Monitored and maintained a calm and quiet study environment
* **Global Entrepreneurship Intern** – Small Business & Technology Development Center –Summer 2016
  + Conducted market research on behalf of clients of the International Business Development Program
  + Conducted market research in Spanish
  + Created a Social Media Competitor Analysis and presented results to clients
  + Interacted with clients frequently
  + Co-authored a Digital Strategy Guide with a fellow intern
* **Business Mentor** – Campbell University – August 2016 – Present
  + Advised first-year students to promote their personal and academic success at Campbell
  + Evaluated and graded student work while also providing ample feedback
  + Organized social and community service events to encourage mentees’ involvement on campus
* **Writing Coach** – Campbell University – January 2016 – November 2019
  + Taught students effective writing strategies to use when revising their assignments
* **English Peer Tutor** – Campbell University – January 2016 – November 2019
  + Helped students better understand class material
  + Reviewed classwork, homework and completed tests with suggestions for improvement
  + Set short-term goals with students in order to track their progress
* **Newsletter Translator** – Freedom School Partners, Inc. – Summer 2014
  + Translated and formatted one-page newsletters for 1 – 20 Freedom School Sites into Spanish during the summer session
* **Holiday Independent Contractor** – Edible Arrangements, Inc. – December 2014 and February, May, and December 2015
  + Prepared orders for pick-up and delivery during holiday seasons
* **Intern at Greenway Park Elementary School** – August 2013 – May 2014
  + Assisted a first grade teacher and afterschool director with grading, student reading exercises, and tutoring for at least three hours per week

**Skills & Abilities**

* Teaching
* Spanish
  + I am proficient in the Spanish language.
* Leadership
  + Assistant Leader and Song Leader for Pioneer Girls (September 2008 – April 2014)
  + Nursery Leader at Ridge Church (January 2012 – Present)
  + Member of Ladies and Gentlemen in Leadership Club at Campbell University (August 2014 – April 2015)
  + Vice President of Moth Light Club (April 2017 - Present)
* Organization
  + Secretary of National Spanish Honor Society (Fall 2012-Spring 2014)
  + Secretary of Foreign Language Club (April 2016 – Present)
* Academic Honors
  + Phi Kappa Phi
  + Sigma Delta Pi
  + Phi Eta Sigma
  + Delta Mu Delta
  + I made the Dean’s and President’s List each year that I attended Campbell University.