

## **Michael Gaylord**

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### **HIGHLIGHTS / SPECIAL SKILLS**

- I am university-educated (completed a master's degree in 2012).
- I am an established writer, having written published material for many years.
- I can speak two languages: English (native speaker) and Polish.
- I have very good knowledge of MS Outlook & Excel.
- I am a proven skilled proofreader and editor, possessing knowledge of MLA, APA, and Chicago styles. having experience editing academic papers submitted to published journals.

### **RELEVANT WORK EXPERIENCE**

*July 2012 to Present*

**Colorful Media Magazine, Contributing Writer** (Part-time position, remote).

- I research and write articles for a medium-sized (circulation) print publication that is based in central Europe.
- I ensure accuracy of language content, structure, regional spelling, and level of formality, by carefully proofreading my written work.
- I correspond regularly with the editorial team by email and/or Skype.
- I reach out to primary sources for content information, via written or telephone correspondence and arrange meetings when applicable. When using secondary sources, I scan and select relevant content from academic publications.
- My article topics include economics, commerce, business trends, work culture, and trade.
- Working with the editor, I propose article-ideas and, occasionally, content alterations.
- When asked, I proofread the work of other writers.

*September 2012 to Present (part-time position, remote)*

**Editor and Contributing Author**, Global Partnership Management Institute and Journal, Poland.

- I research and co-write scholarly papers on management, entrepreneurship, post-secondary education, and business development trends.
- I edit papers written by other authors for accuracy in English prior to publishing in a European-based, but English-language periodical.
- I proofread articles, ensuring grammatical and vocabulary accuracy.
- Occasionally, I assist with direct translations (Polish to English) of material for publishing.

*January 2017 to May 2017 (short-term, nonrenewable contract)*

**Contributing Writer, Valkea Media**

Poland

- I wrote news articles daily, hence adhering to tight deadlines under pressure.
- I networked with the editor long-distance.

- I translated from Polish to English when necessary (the publication was in English)
- I presented a positive image of the media company in public and overseas.
- The articles that I wrote covered the topics of business, economics, politics and leisure.

*2017 to October 2020 and March, 2020 to present*

**English as a Second Language Instructor**

International Language Academy of Canada, 920 Yonge St., Toronto, ON.

- I taught English to a wide variety of students from around the world.
- I provided English language instruction by focusing on giving excellent, client-based customer service to students with varying requirements.
- I assisted students whose aim was to pass standardized English language proficiency exams for immigration and work purposes.
- I also taught specialized business English classes, assisting students with PowerPoint presentations.
- I taught a variety of age groups and class sizes, while at the same time carefully maintaining attendance and keeping records of academic data for several hundred students.
- I travelled abroad to establish links between ILAC and other learning institutions.

*2010 to April 2017*

**English as a Foreign Language Teacher**

Profi-Lingua College of Languages, Warsaw, Poland.

- I taught English to business professionals, teenagers, and children, conducted testing, taught business vocabulary to adults, liaised with parents of children students, travelled throughout the country teaching students in remote areas, and promoted a positive image of the school.

*2000 to 2010*

**Team Leader and Counsellor**

Broadview Village—Salvation Army, 1132 Broadview Ave., Toronto, ON.

- I counselled people with developmental disabilities and those with concurring psychiatric challenges in a residential setting.
- Specifically: I provided front-line care to individuals (administration of medication, help with hygiene and personal care, I planned and accompanied residents on recreational outings, planned and implemented behavioral management strategies), liaised with family members of residents, advocated for residents in the community.
- I supervised other staff and performed administrative duties (as Team Leader, I regularly supervised three to four staff on each shift; also, I did the scheduling, inventory, supply-ordering for the home, recorded payments and filed away receipts, balanced petty cash, liaised with staff in vocational settings, dealt with family problems, managed emergencies, etc.).

*September 7, 2022, to Present*

**City of Toronto, Instructor, Specialty Sports (part-time position)**

- I teach several groups of children and adolescents tennis techniques.
- I plan each lesson according to the age, ability level, and aptitude of each group.

- I liaise with parents, communicating to them any progress or special needs related to their child.
- I carefully maintain sports equipment, ensuring that it is kept locked and in good condition.

**HOBBIES:**

- reading, writing, artwork; park and green-space clean-up; sports activities: cycling, baseball, tennis, jogging, in-line skating, swimming.

***I can provide references (employment supervisors' contact information) from recent employment if required.***