

# Resume

## Summary

### Katherine Bailey Hines

*Certified TEFL instructor with specialties in Business English and Teaching English Online. Focused on helping adult learners improve professional communication skills. Actively pursuing opportunities in freelance tutoring and corporate training. Strong interest in using technology to enhance learning, with foundational skills in Python, data analytics, and machine learning.*

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## Education

### International TEFL Academy, Chicago, IL, USA

*Level 5 Certificate in Teaching English as a Foreign Language*

- 150 hours coursework
- 20 hours student teaching practicum
- 30 hours Teaching Business English
- 30 hours Teaching English Online

### Skillspire, SeaTac, WA, USA

*Advanced Data Analytics and Full Stack Web Development Immersive*

AI/machine learning and web development with Python

### Hawaii Pacific University, Hawaii, USA

*BSBA in Management*

*BSBA in Computer Information Systems*

## Professional Experience

### Freelance AI Data Annotator

*2024 - Present*

- Assessed and labeled video content to train AI in text and visual understanding, emphasizing accuracy and clear communication.
- Developed prompts and reviewed AI-generated responses, providing detailed feedback to improve quality.

### Pet Sitter

*2024 - Present*

- Delivered reliable, client-focused services with strong communication and scheduling skills.

### Flood Underwriter

*2016 - 2017*

*Assurant, Arizona, USA*

- Evaluated risk and ensured compliance with company and federal guidelines, demonstrating attention to detail and analytical skills.

### Customer Development Team

*2012 - 2015*

*GoDaddy, Arizona, USA*

- Consulted small business clients to enhance online presence and business success.
- Delivered outbound phone consultations, developed tailored business recommendations, and strengthened client relationships.
- Gained experience in customer service, communication, and business strategy.