

Polly Glot
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Profile

- Motivated, autonomous and highly organized
- Proficient editor and proof-reader, detail-oriented and conscientious
- Excellent interpersonal skills with an emphasis on instruction

Education

Bachelor of Arts, Translation English to French 2009
Concordia University, Montreal, QC

Languages

English and French: fluent written and spoken; German: intermediate

Computer skills

Microsoft Office: Word, Excel, Outlook, PowerPoint
Babylon, Systran

Relevant Experience

Tutor 2006-2009

Freelance

- Coached high school and CEGEP level students in English reading comprehension and written composition, improving students' grades with efficient study skills
- Quizzed students on grammar and vocabulary in preparation of tests and exams
- Proofread and edited essays and assignments

Other Work Experience

Shipping Clerk 2007-2009

Concordia University, Montreal, QC

- Received and priced stock including textbooks, stationary and university merchandise
- Processed orders and liaised with distributors
- Organized and prepared remaindered stock for shipping

Awards

Dean's List 2008 & 2009

Concordia University, Montreal QC

Interests

Tennis, crochet, visiting design blogs

References available upon request