

# Heidi J. Charlton

24054 Boston St. • Dearborn, MI • 48124

Phone 313-409-4944 • E-mail [heidi@heidicharlton.com](mailto:heidi@heidicharlton.com)

## Profile

Extensive background in administration and customer service; track record of leadership and professionalism. Dedicated team player. Eager to utilize my refined communication skills and my proficiencies in computer and office systems to increase productivity and profitability at a forward-thinking company.

## Education

**Cedarville University** Cedarville, Ohio

May 2007 - Bachelor of Arts in English - GPA: 3.72 (*cum laude*)

## Skills / Honors

Proficiencies in Windows XP and Linux computing environments, Microsoft Office; 80+ wpm typing speed; Extensive cash handling experience; Refined copy editing, professional writing skills; Acute attention to detail; Superb analytical, organizational abilities; Background in educational management; Dean's Honors List; Competitively selected for literary conference panels; Appointed member of Sigma Tau Delta

## Work Experience

|             |  |
|-------------|--|
| 2007 - 2009 | <b>Korea Poly School</b> - Seoul, South Korea<br><i>Teacher</i> <ul style="list-style-type: none"><li>Planned and executed stimulating and challenging lessons with strong multimedia components</li><li>Promoted an atmosphere of rich and individualized learning</li><li>Synergized with a diverse team of teachers</li><li>Managed a detailed portfolio of responsibilities including planning, proctoring, evaluation, training, and counseling</li></ul> |
| 2007        | <b>Woodforest National Bank</b> - Xenia, OH<br><i>Teller</i> <ul style="list-style-type: none"><li>Completed complex financial transactions</li><li>Quickly learned and utilized proprietary bank software</li><li>Articulated corporate policy; sold monetary products</li><li>Connected clients to the products and services that were right for them</li></ul>  |
| 2005 - 2007 | <b>Cedarville University Writing Center</b> - Cedarville, OH<br><i>Consultant</i> <ul style="list-style-type: none"><li>Tutored students on analytical and creative papers</li><li>Edited for content and style / mechanics (MLA, APA)</li><li>Explored the diverse perspectives of various academic disciplines</li><li>Worked effectively with tutors to create a nurturing, professional environment</li></ul>  |
| 2005 - 2007 | <b>Cedarville University Student Newspaper</b> - Cedarville, OH<br><i>Staff Writer / Copy Editor / Circulation Manager</i> <ul style="list-style-type: none"><li>Wrote and edited dynamic articles and editorials (AP, <u>Chicago Manual of Style</u>)</li><li>Adhered to rigorous deadlines</li><li>Improved formatting, style, and accuracy in student journalism</li><li>Liaised with faculty, staff, and students</li></ul>                                |