

HELEN HEMINGWAY

(561) 555-0986

97 Lighthouse Point, Key West, FL

hheming22@gmail.com

EDUCATION

Bachelor of Arts in English

Florida Atlantic University

December 2016

Boca Raton, FL

- GPA 3.7
- Concentration in Multicultural and Gender Studies
- Minor in Leadership Studies

TEACHING EXPERIENCE

Teaching Assistant

Florida Atlantic University, Department of English

August – December 2016

Boca Raton, FL

- Create and present lectures to multiple sections of an introductory English and Writing Composition course with an average class size of 20 students
- Advise students during office hours through one-on-one consultation, assisting students with targeted problems regarding course material or English composition
- Maintain accurate grading and communication with course instructor regarding absenteeism and student concerns

PROFESSIONAL EXPERIENCE

Writing Consultant

Florida Atlantic University, Center for Excellence in Writing

January 2015 – Present

Boca Raton, FL

- Assist students with every part of their writing process from initial brainstorming of topics to proofreading final drafts of essays, articles, dissertations and other documents
- Maintain accurate knowledge of various guidelines for AP, MLA, APA, and resume formatting
- Communicate clearly and use open-ended questions to understand content, clarify information, and encourage clients to make changes that will lead to writing improvements

Sales Associate

Kohl's

October 2013 – Present

Coral Springs, FL

- Greet customers in a friendly manner to encourage repeat visits for continued profits
- Manage customer flow at the register and process accurate monetary transactions, often handling up to \$3,000 on a weekly basis

Intern

Women's Foundation of Palm Beach County

July 2014 – August 2014

Boca Raton, FL

- Coordinated outreach activities for the Girls Leadership Institute with the program supervisor
- Created marketing materials, leadership videos, and informative newsletter articles to increase participation in the local community and schools
- Processed grant applications, evaluations, and managed the social media accounts

EXTRACURRICULAR ACTIVITIES

Member, **Toastmaster's Club** at Florida Atlantic University

August 2015 – Present

3rd Place Winner, **Poetry Slam Contest**

October 2016

Mentor, **Leadership Mentoring Summer Program**, Coral Springs, FL

May 2014 – July 2015

Scholarship Recipient, **L. Ron Hubbard Library Contest**

September 2013



FAU CAREER CENTER

777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220
career@fau.edu | 561-297-3533 | fau.edu/career