

Erin Miller

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Education

Bachelors of Art, French, Oklahoma State University, Stillwater, OK

Minor: English, Graduation: December 2011

GPA: 3.8

Employment Experience

- Freelance Quality Control for Translations July 2013- present
Quality Assurance Checker at RR Donnelley; New York, NY and Kent, OH
 - Conduct a quality check of translations, primarily financial documents, working with language combinations of English to French (Canada) and French to English (U.S.).
- Teaching Assistant Program in France October 2012-April 2013
English Teaching Assistant at Jean Moulin High School; Béziers, France
 - Worked independently teaching students English grammar and conversation, preparing lessons and revising students' work.
- Aspen Coffee Company December 2011-August 2012
Barista; Stillwater, OK
 - Managed cash register while taking orders and making beverages and food in a team setting with other baristas.
- Private Tutor September 2011-May 2012
Tutoring six year old in French; Stillwater, OK
 - Designed activities that were appropriate for a six year old.
- Family Resource Center, Oklahoma State University November 2008-December 2011
Desk Clerk, Laundry Attendant and Shopping Shuttle Driver; Stillwater, OK
 - In charge of clerical tasks, laundromat maintenance and driving a shuttle service to and from grocery stores for campus residents.
- English Language Institute, Oklahoma State University August 2008-August 2009
Interactive Lab Module Leader; Stillwater, OK
 - Prepared and presented conversation-based activities.

Skills

- Working with an online content management system
- Conducting quality assurance checks of translations in Adobe Reader and Microsoft Word
- Creating glossaries for translation projects in Microsoft Excel
- Speaking French fluently
- Managing my time with working multiple jobs while being a student
- Performing clerical duties that require a high level of organizational and customer service skills
- Working with integrity and responsibility

Volunteer Experience

- Friendship Camp 2006-2007 and 2009-2010
Counselor at weeklong summer camp for at-risk youth; Guthrie, OK
- First Christian Church Mission to Matamoros 2009-2010
Tutored children and completed maintenance projects at hospice center;
Matamoros, Mexico

Other Experience

- Rotary International Youth Exchange; Verviers, Belgium 2007-2008

Academic Awards and Recognition

- Phi Kappa Phi Honor Society Member May 2011- Present
- President's Honor Roll 2008-2011

References available upon request