

Jeremy Dale Crites

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Education

B.A. International Relations / German
May 2004

Hendrix College
Conway, AR, USA

International Academic Exchange
Sept. 2002 – August 2003

University of Dortmund
Dortmund, Germany

High School
May 2000

Arkansas School for Math & Science
Hot Springs, AR, USA

Work Experience

Freelance Translator, Language Trainer
May 2005 – present

Vienna, Austria

- Specialize in Marketing, Environmental Science and Literature
- Gained experience with a wide range of media from web pages to books

Counselor Trainer / Program Manager
May 2004 – July 2006

English Summer Day Camps (esdc)
Neusiedl am See, Austria

- Hired and trained international native English speakers as camp counselors
- Revised and developed the camp program and activities for children and youth
- Organized week-long English-language school excursions throughout Austria
- Coordinated staff and materials for domestic and international franchisees

English Language Teaching Assistant
October 2004 – May 2006

Höhere Technische Lehranstalt
Hollabrunn, Austria

- Taught 14 – 18 year-olds in English courses
- Prepared lesson plans and presentations on numerous topics
- Incorporated current events and issues into the language curriculum
- Instilled an understanding of and interest in the English-speaking world

Webmaster
August 2001 – May 2002

Hendrix College International Programs
Conway, AR, USA

Publications Assistant
August 2000 – May 2001

Hendrix College Career Services Office
Conway, Arkansas, USA

Communication Skills

- Speak fluent German; studied two semesters abroad at the University of Dortmund, Germany from September 2002 through August 2003; live and work in Austria from September 2004 to present
- Skilled in language correction and translation from German into English
- Employed a wide range of educational methods while teaching English to non-native English speakers
- Liaised between international coordinators and headquarters in Austria
- Prepared press reports for local news agencies during the Clear the Air Campaign in order to raise public awareness of pollution issues
- Designed and published weekly newsletters for the Hendrix College Career Services Department

Leadership Skills

- Organized and led trainings with groups of up to 30 international trainees
- Instructed English classes at a technical school and advised project groups
- Served three years on the Hall Council, one of which as President. During this time the constitution was revised and several projects were completed.
- Served three years on the Residence Hall Committee, one of which as Chairman. I carried out the organizational restructuring of the committee, leading to clearer allocations of responsibility and greater effectiveness.
- Served one year on the Student Senate as an organization representative
- Founded the Couch Hall Beautification Committee, which implemented environmentally-sound landscaping around the residence hall.

Awards and Recognition

- 2004 - 2006: Fulbright Commission Teaching Assistantship
- 2000-2004: Governor's Distinguished Scholar
- 2000-2004: Hendrix College Founders Scholarship
- 2004: National Science Foundation Environmental Grant
- 2002: Annette C. Kade Scholarship
- 2001: Darrell G. Trotter Memorial Citizenship Award
- 2000: Outstanding Foreign Language Student Award
- 2000: McDonald's Scholarship
- 2000: Senator James R. Byrd Scholarship

Interests and Hobbies

- Gardening: Implementing environmentally-sound landscape practices
- Cooking: Experimenting with various international cuisine
- Reading: History, travel documentaries, intercultural commentaries, politics
- Traveling: Traveled extensively in North America, Europe and Asia Minor, backpacking
- Sport: Hiking, Cycling, Volleyball, Swimming