

Elizabeth von Schraeder

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SUMMARY OF QUALIFICATIONS

- Strong ability to synthesize information efficiently
- Extremely organized, detail oriented
- Proven presentation and writing skills
- Outstanding PC and math skills
- Hard working, fast learner

WORK EXPERIENCE AND SKILLS

Freelance Writer, *Berkshire County, MA* 1998-present
Writing a fiction novel with target completion date of 2002, and target publication date of 2003.

PC Trainer, *Berkshire Health Systems (BHS), Pittsfield, MA* 1998-1999
Taught doctors, nurses and administrators all levels of Windows NT, MS Word, Excel, Outlook, and the Internet. Staffed Help Desk at a company of almost 3,000 employees. Initiated, created and wrote 30-page manuals for two new courses (Intermediate Outlook and Intermediate Windows NT); reorganized and rewrote manuals for three other courses (Introduction to Excel, Introduction to Outlook, and Introduction to Windows NT).

Administrative Assistant

Madison Avenue Temporary Services, New York, NY 2000-present
Molari Employment Agency, Pittsfield, MA 1998-1999
Communicated with clients, drafted correspondence, booked appointments, conducted Internet researched, organized files.

Teaching Assistant (TA), *Wellesley College, Wellesley, MA*

Chinese Department 1997-1998
Advised Wellesley College students on course choice and studying abroad. Wrote, edited, and designed layout of newsletters. Organized and publicized student activities, including a student show, painting class and open houses. Chosen by professors to be the TA based on excellent performance in Chinese classes. Worked in all-Chinese speaking environment.

Writing Department Spring, 1997
Planned and taught one-on-one lessons for class specifically tailored to students' needs. Assigned and edited papers. Hired as one of seven students from applicant pool of close to 1,800.

Astronomy Department Fall, 1996
Tutored Introduction to Astronomy students, covering abstract Astronomy concepts and math problem sets.

SAT Tutor

Independent SAT Tutoring Business, Berkshire County, MA 2000
Designed, wrote and marketed course for high school students, leading to increases of about 50 points per section.

Summit Educational Group, Wellesley, MA 1996-1998
Privately taught testing strategy and problem solving skills to high school students. Increased student scores, on average, 50 points per section.

Paralegal, *Massachusetts Department of Transitional Assistance, Boston, MA* 1994-1995
Researched and recommended action in remand cases without any former legal training. Organized information for use in court.

EDUCATION

Wellesley College, *Wellesley, MA*

B.A. degree, 1997. Graduated Cum Laude with GPA of 3.X/4.0. Major: Anthropology, GPA 3.X/4.0. Completed Management Basics; writer and artist for the *Galenstone*; Fencing Team; Shakespeare Society. Three Generations Prize for Writing in the Social Sciences: 1997. First-Year Distinction (Dean's List): 1993.

Wesleyan University, *Middletown, CT* Spring, 1994
Studied for one semester on 12-College Exchange program. Crew team. Gold medal at New England Rowing Championships, silver and bronze at American Rowing Championships.

Massachusetts Institute of Technology (MIT), *Cambridge, MA* Spring, 1993
Completed third-year Japanese, continuing studies after being an exchange student to Japan for a year.