

## ABOUT ME

Graduated cum laude from the University of Wisconsin – Eau Claire, with a bachelors in English Studies and Creative Writing. Seeking opportunities which allow me to become an experienced writer or teacher.

## CONTACT


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(507)923-6639



Milwaukee, WI  
Rochester, MN  
REMOTE

## EDUCATION

 **UNIVERSITY OF WISCONSIN – EAU CLAIRE**  
B.A. English – Creative Writing  
2022

 **TEFL CERTIFICATE**  
Teaching English as a Foreign Language

# ABIGAIL JONES

## B.A. CREATIVE WRITING

## EXPERIENCE

### MILWAUKEE CATHOLIC HOME SERVER

**06/22 – PRESENT**

- Responsible for taking customer orders and ensuring customer satisfaction.
- Introduced customers to new menu items and successfully built and fostered customer relationships.
- Energetic and friendly demeanor with experience providing customer service to residents, guests and internal staff.

### SEA LITERACY VOLUNTEER TUTOR

**11/22 – PRESENT**

- Aids refugee students to be more fluent in English and provides a sense of mentorship to the students.
- Works one-on-one each week with a random student ages six to 23 with varying levels of English proficiency.

### INTENSIVE ENGLISH PROGRAM - INTERNSHIP

**01/22 – 05/22**

- Connect with international students on a weekly basis to clarify or teach new concepts introduced in class.
- Create lesson plans, activities, and sessions determined by the student's individual or group needs.
- Work one-on-one to improve their English pronunciation, speech patterns, and overall confidence.

### DECODABLE STORIES WRITER – CHILDREN'S CHARITIES

**01/22 – 05/22**

- Completed writing assignments according to set standards of order, clarity, conciseness, style, and terminology. Wrote stories for beginner readers that contains the specific grapheme which corresponds with what the students have learned.
- Created fun and engaging short "decodeable" stories for young children.

### TEACHER EDUCATION PROGRAM OFFICE OF UW EAU CLAIRE

**09/19 – 03/20**

- Collaborated with a diverse group of coworkers to accomplish goals and address issues related to products and services.
- Managed confidential information and filed data into complex programs.
- Assisted students with finding teaching opportunities.

### RESIDENT ADVISOR UW-STOUT

**08/17 – 05/19**

- Complied with legitimate and specific directions from the Residency Life Coordinator and Hall Manager.
- Collaborated, planned, scheduled, and attended social events and monthly meetings.
- Responded to crisis situations quickly to maintain calm and immediately determine the level of assistance needed.
- Completed daily resident welfare checks and coordinated with facility staff to meet resident needs.
- Fostered relationships with residents and worked with new residents to optimize acclimation and ease transition to the new living environment.