

Andrea Michelle Runyon

E-Learning Content Developer, English Instructor & Editor

📍 Žalec, Slovenia

✉ michelle.runyon87@gmail.com

☎ +491601241324

PROFILE

Agile and innovative content developer, English Instructor and editor who thrives in atmospheres that are fast paced and goal oriented. Experienced in training and collaborating with cross-cultural organizations, including large-scale companies in EMEA. Seeking opportunities in diverse communities of creative, intellectual leaders who advocate for educational equity.

SKILLS

Customer Relationship Manager Tools (CRM) (*Salesforce, ZOHO, HubSpot and Zendesk*)

Content Management Systems (CMS) (*WordPress, Joomla and Wix*)

Learning Management Systems (LMS) (*Moodle, Blackboard Learn, TalentLMS, and Canvas*)

Microsoft 365 (*Excellent knowledge of Word, Excel, PowerPoint, Outlook, Teams, and Publisher*)

Content & Copy Writing for SEO

PROFESSIONAL EXPERIENCE

E-Learning Content Developer and Trainer, Language Partners Jan 2018 – present | Amsterdam, NL

- E-learning content developer for group and individual English courses and workshops, encompassing a range of skill-building activities for speaking, writing, and listening.
- Keynote speaker and presenter of advanced workshops for large-scale companies in the Netherlands; ING, ABN-AMRO, PwC, CBRE.
- Published writer on primary website focusing on nuisances of the English language, strategies for developing language and communicative soft skills, and methods for effective teaching styles.

English Instructor, Volksuniversiteit Feb 2023 – present | Amsterdam, NL

- Private and group English instructor, providing tailored trainings and workshops.

Partner Support Specialist, Booking.com May 2018 – May 2019 | Amsterdam, NL

- Primary role focused on providing technical training and support to partners and property hosts on Booking.com.
- Collected data and insights from partners for internal development and training.
- English Content editor for internal knowledge base tool, global guru.

English Instructor, The Austin Learning Academy, Non Profit Jun 2014 – Sep 2017 | Austin, United States

- Instructed day and evening adult ESL classes to underserved communities in Austin, Texas.
- Developed tailored and customized curriculum for adult, mixed level language learners based on the students' level of english proficiency per Best Plus and Best Literacy testing standards.
- Designed and developed content for marketing campaigns and newsletters.

Freelance Editor, Self Employed Jun 2017 – present | Žalec, Slovenia

- Support researchers in developing clear, accurate text.
- Documents edited and proofread include academic books, journal articles, volume contributions, theses, and research proposals.
- Specializing in materials related to ELT/education, communications, and business.

EDUCATION

Bachelor of Arts in International Relations, Texas State University 2007 – 2011 | San Marcos, United States