

HILIARY CELESTE SIMON

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EDUCATION

MA in Archaeology

University of York, England, UK 2015

MA Dissertation/Thesis: *Masculinity and Crusade: the influence of martial activity (warfare) in the Latin East & Levant on Norman and Frankish warrior identity, the material culture, 1095-1300.*

BA in History

San Diego State University (California State University), California, USA 2009

WORK EXPERIENCE

Instructor

QEHC, Al Baha University, Al Bahah, KSA 2015-Current

- Follow curriculum and develop engaging lesson plans based on material.
- Deliver lectures and interactive lessons.
- Ensure learning goals are being met within timeframe. Assess & evaluate student progress.
- Work with university supervisor and liaison to develop student management strategy and implement policy.
- Write test material.
- Proctor exams

Copywriter/Editor

Emphatic, (Remote) Texas, USA 2015-Current

- Create short-form copy for various local, national, and international businesses and brands
- Edit short-form copy for grammar, form, images, content, creativity, and to meet marketing strategy of client
- 24-hour turnaround time on client batches and resubmission of edited material

Library Assistant (Senior)

County of El Dorado Library, California, USA 2011-2014

- Supervision of material circulation/front desk (employees & patron services)
- M/W/D staff and library scheduling, M/W/D accounting/deposits
- Revenue recovery accounts management and billing (w/ county office)
- Workflows, WorldCat, OCLC, MARC, DDS, LOC
- Reference and research services
- Conflict resolution (patrons and employees)
- Employee training, patron instruction

English Instructor (English Essay Writing)

Tutor LLC, California, USA 2008-2011

- Instruct students in grades 5-college/university, ESL students, and US military personnel in English Essay writing, Social Studies research and writing, literary analysis, reading comprehension, grammar, and vocabulary
- Instruct ESL students in English language for assignments and class requirements
- Lead students in developing skills necessary for completion of assignments while adhering to State and Federal Standards
- Preparing students for examinations (SAT, ACT, TOEFL, GRE)
- Intuitively adjust teaching style to fit student ability and skill level
- Submit session evaluation/feedback on completion of criteria, student engagement, and student progress

LANGUAGES

English-U.S. (native)

Latin/Medieval Latin (advanced reading)
German (intermediate reading, elementary speaking)

CERTIFICATIONS

TEFL (160 hours)

2016

REFERENCES

Jeniece Primus, Co-founder of Emphatic.co, Jeniece@emphatic.co
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