

ELISA J. LLEWELLYN

PROFESSIONAL PROFILE

Administrative support professional with exemplary written and verbal communication skills; specialized in document editing, event planning, and office management; proficient with style sheets including APA and MLA, and familiar with the Chicago House of Style, in addition to several other publication in-house style sheets. Over 10 years of document editing, proofreading, and creation, including over four years with academic documents and publications. Strong planner and problem solver who actively adapts to change, networks efficiently, works independently and in groups, and exceeds expectations. Experienced in small-group instruction.

EDUCATION

Graduated December 2005 Arizona State University - Glendale, AZ
B.A. English
Studies emphasized English Literature, Linguistics, and English Education

PROFESSIONAL EXPERIENCE

06/16 – Current Elishevaricha Editing Services – Israel
Owner/Editor
Provides publication editing services for theses, academic papers, and articles for publication in peer-reviewed journals and publishing houses. Formats submissions into requisite in-house styles.

08/15 – 05/16 Ben-Gurion University of the Negev – Israel
Administrative Coordinator, Frankel Center for Computer Science
Provided administrative support for the William and Lynne Frankel Center for Computer Science director via event scheduling, calendar management, and travel arrangements. Aided prospective and in-coming graduate students with educational arrangements, which included navigating the foreign visa process, and maintaining open lines of communication until students have completed their programs. Served as go-between for students who needed Hebrew communication assistance. Provided publication editing services for theses, academic papers, and articles for publication. Coordinated with departmental staff on supply procurement, equipment maintenance, and maintaining the Center's website, Facebook, and Twitter pages.

07/15 – 09/15 Masa-Tlalim – Israel
Call Center/Recruitment Coordinator
Supported Masa-Tlalim program marketing and outreach efforts by reaching out via phone and email to current and former Taglit participants. Advised interested candidates in program particulars, the selection process, and maintained open lines of communication until applications have been received. Programs covered a wide-range of applicants, including those seeking internships and volunteer experiences in several locations throughout Israel. This was a work from home position, though the organization is based out of the Tel Aviv area.

07/13 – 06/15 Pardes Jewish Day School – Scottsdale, AZ
Executive Assistant
Directly supported the Director of Jewish Life and Learning, the Director of Curriculum and Instruction, and the Assistant Head of School for Student Life. Created and maintained the school's weekly and monthly newsletters, and communicated with parents and the greater community via email. Maintained student medical records and provided first-aid when necessary. Provided Hebrew language and mathematical study support via impromptu tutoring sessions. Procured classroom and office supplies. Arranged meetings, events, and travel – including airfare.

PROFESSIONAL EXPERIENCE (CONTINUED)

08/12 – 06/13

Masa – Israel

Assistant English Teacher – Israel Teaching Fellows (Masa-Tlalim)

Worked closely with English teachers to supplement English education in a local, public religious school (grades 4 – 6). Completed and executed lesson plans, assessed student progress, and maintained instruction speed with the regular classroom. Position was in partnership with the Israel Ministry of Education and the Jewish Agency.

05/07 – 09/08

Apollo Group - Phoenix, AZ

Academic Counselor - Axia College, University of Phoenix

Worked closely with enrollment, finance, and admissions teams in extensive student and faculty support; exclusive communication via email and telephone, necessitating excellent communication; maintained student files, scheduled classes, verified program requirements, completed academic and career goal advisement, facilitated conflict resolution, and assisted with the graduation application process.

10/04 – 5/07

Arizona State University - Glendale, AZ

Office Assistant, Receptionist - LEE Program, ASU West

Extensive student and faculty support in an office-setting; worked to file data on grant-funded program applicants, including assisting supervisor with organizing application files, conveying applications, tracking acceptances and rejections, and communicating with potential applicants; organized classroom events and lodging, performed generalized clerical duties including filing, photocopying, and mailings, supplies procurement, bookkeeping, syllabus and grant application document editing, and distributing meeting minutes. Began as a student worker position.

ADDITIONAL PROFESSIONAL ACTIVITIES

8/13 – 5/14: Religious School teacher (9th grade Judaic studies) and Hebrew teacher at Temple Emanuel of Tempe

3/13: MASA Israel Leadership Summit 2013 participant, workshops and networking with future-leaders in Jewish communities around the world.

10/12 – 6/13: Volunteer with *bgu4refugees*, working with adult Darfurian refugees in Israel to increase employment potential through English language skills.

09/11 – 06/12: Religious School substitute teacher at Temple Emanuel of Tempe.

10/09 – 12/11: Reviewer for Bitten By Books website, a professional site dedicated to reviews of books in the Fantasy/Science Fiction sub-genres, in addition to fiction including paranormal elements. Included duties for posting and editing the reviews in HTML.

MEMBERSHIPS AND ASSOCIATIONS

Member, Scottsdale Community College Honor's program

Fellow (emeritus), MASA iEngage Fellowship in partnership with the Shalom Hartman Institute

Fellow (emeritus), MASA Media Fellowship in partnership with Headline Media

Member and Congregant, Congregation Beth Tefillah

General Member, RWA National

General Member, Desert Rose – RWA Chapter 60

REFERENCES

Furnished upon request