

Andrew De La Pena

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WORK EXPERIENCE

Dell'Arte International - School Administrator Blue Lake, CA, USA • 12/2019 - 9/2020

- Managed and organized administrative logistics, tasks, records and government reports
- Served as International Student Affairs Officer (DSO) and Official School Registrar
- Enrolled and oriented new students
- Created and oversaw grading and attendance systems

Golden Gate National Parks Conservancy - Visitor Center and Customer Service Representative San Francisco, CA, USA • 6/2019 - 9/2019

- Explained interpretive materials for Muir Woods National Monument
- Sold park passes, tickets and merchandise

Pairagraph - Founder, Owner and Copywriter Arcata, CA, USA • 01/2017 - Current

- Founded and grew independent business
- Strengthened client relations, managed daily operations, administration, and marketing
- Coordinated, created, edited and translated online content, reports and profiles for several international non-profits, startups and businesses

Stratford Middle School - Language Arts Teacher San Francisco, CA, USA • 08/2016 - 04/2017

- Delivered classroom instruction in the subjects of Grammar, Spelling, Vocabulary, Composition and Literature
- Created and applied interdisciplinary STEAM and Project-Based Learning Curriculum
- Founded the Debate Club

Convergys - Customer Service Representative Amsterdam, The Netherlands • 10/2016 - 04/2017

- Resolved billing, technological and account issues and concerns for Netflix's Online Streaming Service

International Group for Training - ESL Instructor Jeddah, Saudi Arabia • 12/2013 - 12/2014

- Trained enlisted Saudi Sailors in English Grammar, Comprehension, Conversation, Public Speaking
- Created US Cultural Awareness curriculum

PROFESSIONAL SUMMERY

Professional writer with 4+ years' experience offering expertise in copywriting, editing and translating through my copywriting business, Pairagraph. As a storyteller, I throw every ounce of creativity, ingenuity, curiosity and compassion into helping organizations compel their audiences. Reconciling the grammatical and colloquial, the scientific and artistic, and the theatrical and practical to polish technical source materials into diamonds comes as second nature to me. The tools of my trade are precision, research, economy and simplicity. I am thrilled to choose your words wisely.

EDUCATION

M.S. International Development Studies University of Amsterdam, Amsterdam, The Netherlands • 01/2016

- Thesis: 'You Are Not Alone in This Fight: Empowerment and Visibility Seen Through the Cultural Lens of Community Film in Peru'
- 4.0 GPA

B.A. Theater Arts Loyola University of New Orleans, New Orleans, Louisiana, USA • 05/2009

- 3.65 GPA Cum Laude

SKILLS

- Technical copywriting and translating
- Administrative and project management
- International student affairs and registrar
- Multiple subject teaching, education technology
- Research, transcription and reporting
- Theater and documentary film

LANGUAGES

English	• • • • •
Spanish	• • • •
Dutch	• • •
Thai	• •

Show 'n' Tell Academy - Writing and Debate Teacher
Seoul, South Korea • 10/2016 - 04/2017

- Taught TOEFL and Essay Writing, Academic Rhetoric and Style
- Taught and arbitrated debates
- Wrote the monthly articles and activities for the Reading text book

Leaders Academy - Literature and Debate Teacher
Seoul, South Korea • 09/2012 - 12/2012

- Taught middle school Civics and Government, Literature and Debate
- Created reading materials and lists

University of Hawaii - Culture and Communication Teacher
Honolulu, Hawaii • 02/2012 - 11/2013

- Taught international students in NICE seasonal programs with a focus on conversational Communication and Hawai'ian and US Culture
- Created and applied a lively and interactive curriculum to improve student's vocabulary and conversational skills
- Created and integrated Polynesian cultural field trips with classroom lessons
- Taught Special English Programs determined by university students' field of study

Institute of Intensive English - ESL Teacher
Honolulu, Hawaii • 01/2012 - 11/2013

- Taught multi-level international students multi-skilled English Language comprehension and production skills including Grammar and Writing
- Created and applied curricula for specialized TOEFL, Academic English and Debate classes, and private classes
- Developed monthly academic status reports, student evaluations and recommendations

Muban Chom Bueng Rajaphat University - English Professor
Chom Bueng, Ratchaburi Thailand • 10/2010 - 10/2011

- Trained Thai English teacher students in the subject areas of Drama, Literature, Poetry, Reading, Communication and Western Culture at the English Language Education Department
- Created and taught curricula to improve students' overall command of English and their creative pedagogies for language learning

Benjamaratchutit School - ESL Teacher
Muban Ratchaburi, Thailand • 04/2010 - 10/2010

- Taught Thai high school English Conversation, Reading and Writing

PUBLICATION CREDITS

- 'The Glittering World'
The Colored Lens (Winter 2019)
- 'Call Eliminates the Squirrels'
Aphelion Webzine (February 2019)

INTERNSHIPS

Claustrophobia Quests - Game Master
Amsterdam, The Netherlands
07/2016 - 09/2016

- Hosted and organized bookings
- Escape Room story development
- Marketing and Data Analysis

Yuyachkani - Actor and Playwright
Lima, Peru
05/2008 - 06/2008

- Developed I Act children's play, adapted from Andean mythology
- Learned Voice, Dance, and Movement Principles

SECONDARY ACTIVITIES

**Met Elkaar Theater - Assistant Director,
Light, Sound Designer and Technician**
Amsterdam, The Netherlands
03/2016 - 06/2016

**Alpha Psi Drama Honors Fraternity -
Secretary and Sergeant at Arms**
New Orleans, USA • 05/2006 - 05/2009

Acalanes High School - Class President
California, USA • 09/2004 - 06/2005

STUDY ABROAD

- Field Research M.S. Thesis (ES)
Peru • 06/2016 - 09/2016
- Study in International Training (ES)
Peruvian Art, Culture and Society
Peru • 01/2008 - 06/2008
- Loyola India Summer Program
India • 07/2007 - 08/2007