

Patrick Dyer

WORK EXPERIENCE

Senior Living Media, Duluth, GA — *Quality Control Specialist*

June 3rd, 2019 - June 10th, 2020

- Created, proofread and edited a variety of materials (digital and printed) for senior living communities across the U.S. and Canada
- Produced daily YouTube playlists with requested videos from clients via Adobe Premiere Pro and scheduled the playlists to display at clients' locations via VNC software
- Shared daily Facebook posts detailing activities via Facebook Business Manager and Sendible
- Utilized Salesforce to connect with clients and stay up to date with their online materials
- Created and scheduled weekly emails with slides of clients' requested activities via Mailchimp
- Proofread printed materials such as crossword puzzles, word searches, and word jumbles
- Oversaw and reviewed material created by multiple remote employees such as daily activity schedules, menus, YouTube videos, PDF Snapshots, and Zoho presentations

Interactive College of Technology, Chamblee, GA — *Adjunct ESL Instructor*

February 11th, 2019 - May 30th, 2019

- Taught ESL classes to adult students at a junior college
- Focused on speaking, pronunciation, listening, critical thinking, and essay writing skills
- Created a positive learning environment and received positive feedback from students

James Cook Languages, Prague, Czech Republic — *English Instructor*

September 1st, 2017 - December 14th, 2018

- Taught General and Business English to professional adults
- Classes taught at clients' locations in Prague which include the Embassy of the United States, Manpower Group, SAP CR, Raiffeisen Bank, České Radiokomunikace, and a private investigator for Honeywell's Prague branch
- Focused on speaking, listening, reading, and writing skills
- Worked with students on editing materials for their professions including business presentations, documents, emails, and investigation case summaries
- Created a positive learning environment and received consistently positive feedback from students

Chungdahm Learning, Suncheon, South Korea — *English Instructor*

May 23rd, 2016 - August 25th, 2017

- Taught English language classes for elementary and middle school Korean students
- Focused on speaking, listening, reading, writing, and critical thinking skills
- Taught classes on English literature and essay writing for advanced students
- Utilized classroom technology via Samsung to engage with students
- Maintained classroom management and created a positive learning environment

Woodward Academy, College Park, Georgia — *Substitute Teacher*

October 2015 - April 2016

- Substituted classes in Woodward's Middle and Upper Schools
- Maintained classroom management
- Made sure students completed their assignments

Chicago Theater Beat, Chicago, Illinois, USA — *Theater Critic*

Portfolio: <http://chicagotheaterbeat.com/?s=patrick+dyer>

May 2013 - May 2014

- Wrote 42 reviews of professional theatrical productions throughout the Chicago area (Samples available upon request)
- Received emails from professional companies thanking me for my positive reviews
- Selected to represent the USA while attending the 2014 DESZKA Theatre Festival in Hungary

EDUCATION/QUALIFICATIONS

International TEFL Academy, Chicago, Illinois, USA — *TEFL/TESOL Certificate*

February 2016

- 180 hours of coursework
- 10 hours of practicum with adult students

Goldsmiths University of London, London, United Kingdom — *Master of Arts in Writing for Performance & Dramaturgy*

September 2015

- Coursework: Playwriting, Dramaturgy, Text Analysis
- Staged readings of final project excerpts at the Soho Theatre, London

Columbia College Chicago, Chicago, Illinois, USA — *Bachelor of Arts in Playwriting*

May 2014

- GPA: 3.73
- Coursework: Playwriting, Fiction Writing, Dramaturgy, Text Analysis, Acting

SKILLS

- Strong research, critical thinking, problem-solving, and time-management skills
- Highly adaptable to change and always ready to be a team player
- Experienced with Slack, Zoom, MS Office, Google Drive, Salesforce, Monday.com, Dropbox, Outlook, Mailchimp, Facebook, Sendible, Adobe Acrobat Pro DC, Premiere Pro and InDesign
- Working knowledge of AP Stylebook, MLA and Chicago Manual of Style

REFERENCES

Available upon request.