

MARY PARKS

EDITOR / PROOFREADER

Vero Beach, FL

✉ mary@maryparkspc.com

☎ 812-371-1787

SUMMARY

Freelance Editor and Proofreader with 6 years of experience in teaching and tutoring English as a Second Language (ESL), remedial language arts, and French; 7 years in property caretaking; and 18 years in administrative assistance. Detail-oriented team player skilled at proofreading, problem solving, creative thinking, and conflict resolution

QUALIFICATIONS

- Computer fluency and professional experience with Google Docs, databases, and social media apps
- Advanced degree in the Teaching of English as a Foreign Language (TOEFL)
- Communication skills in English, French, and basic Spanish

EXPERIENCE

Freelance Remote English Editor and Proofreader Bridger Jones

Sep 2023-Present

Provide English editing and proofreading services to clients with English as a second language

Property Caretaker

Mary Parks Property Caretaker, LLC | Vero Beach, FL

Mar 2016-Present

Serve as Owner and Manager. Provide a customized menu of residential services for owners and renters, following up each visit via email with a status report including photos, videos, and task checklist

Completion Coach and Program Assistant

Indian River State College | Fort Pierce, FL

Aug 2016-July 2023

Assisted with customer service, administrative support and office management for Completion Team and STEM (Science, Technology, Engineering, and Math) program, increasing student retention and completion by 8%

Private Foreign Language Tutor

Jan 2021-May 2021

Provided private tutoring in French for university students enrolled in Beginning French courses

Remedial Language Arts Tutor

The Learning Tree, LLC | Vero Beach, FL

Aug 2020-Aug 2021

Tutored elementary-aged students seeking to overcome barriers to literacy. Designed and implemented STEM-based summer camp which provided hands-on literacy experiences in science, art, math, and reading

Manager of Volunteer Services

Second Helpings Job Training Program | Indianapolis, IN

May 2011-Feb 2016

Coordinated recruitment, onboarding, and scheduling of 600 annual volunteers producing 4,000 daily hot meals for community partner agencies. Created online training videos and testing modules for diverse participants

Adult ESL (English as a Second Language) Instructor

Ball State University | Indianapolis, IN

Aug 2010-May 2011

Instructed ESL classes for degree-seeking international students in bachelor and graduate programs. Subjects included Composition, Grammar, Pronunciation, Computer Skills, Culture, Speech, Reading, and Language Lab. Diverse population included students from Turkey, Saudi Arabia, China, Afghanistan, Korea, and Japan

Freelance Proofreader and Editor

My Editor | Columbus, IN

Sep 1998-Dec 1999

Served as Owner and Sole Proprietor. Proofread and edited book manuscripts for local authors prior to publication.

COMMUNITY ACTIVITIES

Prison Ministry Coordinator

Saint Helen Prison Ministry, Indian River County Jail, Vero Beach, FL

Jan 2018-Present

Mary Parks Designs, Artist

Support local arts community through original artwork donations

Apr 2017-Present

EDUCATION AND CERTIFICATIONS

Master of Arts, Teaching of English as a Foreign Language (TOEFL)

Ball State University, Muncie, IN

Certificat de Langue Française

Centre International d'Etudes Françaises, Angers, France

Prison Ministry Security Clearance

Sheriff's Office, Indian River County Jail, Vero Beach, FL

VIRTUS Certification and Protection of Vulnerable Adults

Diocese of Palm Beach, Palm Beach Gardens, FL