

## Eli Wilkinson

403-804-9844/ [eliaswilks@gmail.com](mailto:eliaswilks@gmail.com)

### **COMPETENCIES:**

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- Exceptional written communication. Strong abilities in proof reading, editing, and formatting.
- Excellent oral communication.
- Collaborative team player, passionate about developing individual and group potential.
- Highly adaptive to changing environments and requirements.
- Exceptional organization skills. Can develop, map out, adjust, and execute long term plans.
- Over a decade of customer service experience.

### **EDUCATION:**

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Sept. 2015 -Aug. 2016      **Bachelor of Education**  
University of British Columbia

- Taught Communications 11/12.
- Taught writing and English literature at all high school levels. Adapted and re-contextualized material for ESL and learning disabled students.
- Completed multiple courses in cognitive and metacognitive learning strategies.
- Collaborated with other teachers and administration to build and coordinate both learning and behavioural support plans.
- Communicated with parents via phone, email, and in-person meetings to maintain child's progress and adjust expectations and strategies.

Sept. 2009 - Jun. 2013      **Bachelor of Arts - English, minor Greek & Roman Studies**  
University of Calgary

- Possess breadth knowledge of English literature.
- Exceptional researching abilities.
- Highly trained to detect patterns and discrepancies in text.

### **EMPLOYMENT EXPERIENCE:**

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Apr. 2015- Aug. 2015      **Teacher/Tutor. Everest Approach, Bangkok, Thailand**

- Taught; ESL, TOEFL classes, Academic English, social studies, writing for academic purposes, and SAT preparation.
- Coordinated a mindfulness for management course.
- Supervised and coordinated learning and lesson plans for learning disabled students.

Nov. 2011- Jan. 2015      **Attendant. University of Calgary Outdoor Program Centre**

- Processed client orders.
- Repaired and maintained equipment.
- Supervised gym facilities.
- Maintained a data base of missing equipment and owed accounts.

Jul. 2011- Aug. 2011      **Research Assistant, University of Calgary, Department of Humanities**

- Procured articles and citations to be used in future publications.
- Concisely summarized important information.
- Scanned slides of 16th Century documents into digital catalogue.

**VOLUNTEER EXPERIENCE:**

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May 2016 - Aug 2016 **Christianne's Lyceum of Literature & Art**

- Taught writing, reading, learning strategies and self-esteem improvement.

May 2016 - Jun 2016 **Teacher's Assistant School District 38 (Richmond, BC)**

- Collaborated with high school teachers to synthesize and coordinate learning strategies for various learning disabled students.

Sep 2009 - Jun 2013 **Vice President Scribe & Muse Reading & Writing Club**

- Co-founded the Scribe & Muse Reading & Writing Club at University of Calgary.
- Served as Vice President of the club's Writer's Circle, a discussion group for improving creative writing for publication purposes.
- Critiqued and edited both creative and all levels of academic writing.