

Jeffery Robert Lee Pendleton

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EDUCATION

Arizona State University Tempe, Arizona (Online) August 2020 - Current Student

Anthropology BS

History BA

Current and Founding President of the Undergraduate Anthropology Association at ASU Online Chapter

Universität Heidelberg Heidelberg, Germany August 2017- February 2018

Germanistik im Kulturvergleich (German Language in Cultural Comparison) - Exchange Program

University of Kentucky Lexington, Kentucky August 2015 - September 2017

Modern & Classical Languages, Literatures, and Cultures - German - Partial BA Completion

Kentucky Tech Casey County Area Technology Center Liberty, Kentucky May 2015

*International Association of Administrative Professionals / Kentucky Administrative Support Skill Standards
Certification in Administrative Support*

Certificate in Medical Sciences & Technology

Casey County High School Liberty, Kentucky May 2015

Pre-college Diploma

Honors and Positions held:

- Student Council President-Elect
- Student Council Treasurer
- Science Club President
- Academic Team Varsity Captain
- Academic Team Junior Varsity Captain

EMPLOYMENT

Academic Au Pair Farges, France January 2019 - Present

Private English & German Instructor

- Give personalized instruction in English and German.
- Plan lessons for students and create teaching materials.
- Manage the academic lives of the children with whom I live.
- Help the children with whom I live to develop useful study skills and habits.

Conduent Liberty, Kentucky September 2018 - December 2018

Tech Support Customer Service Representative (Home Based)

- Receive inbound customer calls for support.
- Greet customers and ask questions, gathering data on the customer's problem.
- Diagnose tech problems and walk the customer through resolving it.
- Use databases to find articles on individual problems.
- Explain billing processes and, when necessary, determine eligibility for processing refunds.
- Schedule appointments for future callbacks.
- Log customer information, actions taken during calls, and resolution met.

CVS Liberty, Kentucky May 2018 - September 2018

Sales Representative

- Greet customers and offer assistance navigating the stores.
- Carry out photo development procedures.
- Organize shelved products and conduct reorganization upon the introduction of new products.
- Carry out sales transactions with a computer register.

Labor Limbach (Limbach Laboratory)

Heidelberg, Germany

August 2017 - August 2018

Labortechniker (Laboratory Technician)

- Receive and organize patient sample probes from hospitals.
- Log receipt of probe documentation into a database.
- Run lab tests on sample probes for medical diagnostic purposes.
- Make diagnoses and advise doctors on diagnoses according to lab results.
- Record the results of tests and communicate them back to the sending hospital.

Kentucky Educational Television Lexington, Kentucky January 2017 - June 2017

German Teacher Assistant

- Provide individualized German instruction and tutoring via Skype, telephone, and other digital formats.
- Provide input for and help to create new teaching materials.
- Grade completed assignments and provide feedback.

William T. Young Library PNM Desk Lexington, Kentucky August 2015 - December 2015

Administrative Assistant

- Retrieving microfilm/fiche as well as newspapers and other references for patrons.
- Using databases to patrons, find reference materials.
- Teaching patrons to operate the film reading machines.
- Organizing and shelving reference materials after use by patrons.
- Logging all patron questions and interactions into a database.
- Managing Phones
- Printing and Organizing Documents

Casey County Board of Education - Migrant Education Liberty, Kentucky January 2014 - September 2015

English as a Second Language Student Teacher /Translator/Student Worker

- Meeting with students twice a week to help with English language acquisition.
- Planning lessons, activities, and exercises for English language acquisition.
- Creating materials for aiding in English language acquisition.
- Translating English materials and speech into Spanish.
- Translating Spanish materials and speech into English.

21st Century Community Learning Center Liberty, Kentucky January 2014 -May 2015

Student Worker

- Helping to manage middle-school-age children during school summer camps and after school activities.
- Helping to teach middle-school-age children science and engineering principles to aid in competitions.
- Recording events of a summer camp through photography and videography to create a video for the organization.

LANGUAGES

German

Spanish

French