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Syracuse NY 13210

ANDREW ROBERTS

EXPERIENCE

Huntington Learning Center

Fayetteville, NY 11/10–present

Tutor

SAT and academic tutoring for students K-12

Law Office of Attorney Anita Roberts

Manlius, NY 8/10–12/10

Law Clerk

Call-backs to clients

Note-taking during meetings and depositions

Formal letters

Akron Airport

Akron, NY 3/10–8/10

Clerk/Bookkeeper

Bookkeeping

Plane rentals

Glossa and Lexis Language Schools

Prague, Czech Republic, 9/08–7/09

Business English Teacher

Taught English as second language to professional adults

Programmed and taught own lessons plans

Tara Mandala Buddhist Retreat Center

Pagosa Springs, Colorado 6-8/07–6/11

Summer Staff

Groundskeeping

Guest services

NY Public Interest Research Group

Syracuse, NY 6/06–8/06

Canvasser

Door-to-door fundraising

EDUCATION

Syracuse University '12

SI Newhouse School of Public Communications

M.A. Magazine, Newspaper and Online Journalism

Queen's University '08

B.A. English Language and Literature

PUBLICATIONS

2011

Ghost Town Literary Magazine

University of California San Bernardino

The Fiddleback

online arts magazine

2010

Lalitamba

Buddhist literary magazine

2008

Ultra-Violet Magazine

Queen's University Canada

SKILLS

InDesign

Adobe Photoshop

Illustrator

MS Office Suite

Intermediate Spanish

Basic Czech