

¡ Prolific writer. Work independently, proactively organizing tasks along timeline; two blogs <http://digestthis.wordpress.com/> since 2009 <http://carolkeiter.wordpress.com/> | culinary podcast <https://deliciousmedicinalfood.wordpress.com> | researching, writing & illustrating educational science eBook – <http://carolkeiter.wordpress.com/2013/05/23/final-metamorphosis-of-the-ebook-trailer-for-adora-vitali-a-spin-on-the-matter-of-motion/> !

¡ Proficient in conversational **French, German and Spanish** – lived in Montpellier, France July - Dec. '18, Berlin, Germany '05- '12 & Barcelona, Spain for several months '05. !

¡ Personable and effective 'communication specialist' – articulate speaker and writer, attention to detail, excel in conceptualization and finding solutions !

¡ Creative skills – art, science & design; portrait artist, landscape watercolor, digi photographer – Photoshop & Illustrator, photo retouching & design ! [portfolio of artwork](#) !

¡ Computer and Internet literacy across Windows & Mac platforms – competent drafting correspondence, documents in Word and Pagemaker, creating brochures with DesktopPublishing software & Adobe Photoshop, database entry with Access, spreadsheet production and maintenance with Excel, slideshow presentations using PowerPoint, scheduling appointments and conferences through Outlook and booking travel via the Internet, type 65 wpm !

¡ Musical notation literacy and instrument competency in voice, piano, bass guitar and percussion – compose music digitally with computer software: [soundcloud.com/more\\_nomadbeatz](https://soundcloud.com/more_nomadbeatz) | [reverbnation.com/nomadbeatz](https://reverbnation.com/nomadbeatz) & [myspace/nomadbeatz](https://myspace.com/nomadbeatz) !

¡ Teaching Experience – Private English instruction to business persons, university students and professors in Berlin, Germany, employed teaching snow skiing to children and adults at two different ski resorts in NM, coordinated private piano lessons !

¡ Extensive service experience – bartending, waitressing, sous chef at a resort, bar-back, culinary skills 'soupièr' for gourmet restaurant in D.C., catering for corporate parties, barista in espresso bars and cafes !

### Work Experience

- **Substitute teacher** - Math, Reading, Writing, Science, PE - (K through 12) **Santa Fe, New Mexico** Public School system <http://www.sfps.info> Academic School Year '16-'17
- **Adult ski instructor** throughout season <https://skisantafe.com> -Dec. '16 to Spring of '17
- **Writing business finance 'case scenarios'** in English for client in **Hamburg, Germany** – remote writing from Berlin, Germany for MBA students' exam preparation '10 to '12
- **Private English instruction** – proofing/correction of papers [englishtutor4u@yahoo.de](mailto:englishtutor4u@yahoo.de) in Berlin, Germany '05 to '11
- **Internet marketing, design & writing** skill towards work with [classictic.com](http://classictic.com), in Berlin, Germany Sept.'06 to Jan.'07
- **Music Analyst** in Berlin, DE – computer & web - [mediaunbound.com](http://mediaunbound.com) Oct.'05 to Jan.'06
- **Certified New York City Real Estate Salesperson** license acquired, sponsored by employers – working as 'Office Manager' for [Real Renters, LTD](#) in New York city, NY '04
- **Creating brochures Real Estate Brokerage Firm** in Santa Fe, NM. [Town & Ranch](#); Pagemaker; scanning & retouching photos in Photoshop for a May to June '04
- **Ski instruction** for children – [Santa Fe Ski Basin](#) in Santa Fe, NM Winter '03

- **Executive assistant** to the President of an international and domestic nurse placement firm; and subsequent Placement Specialist for Travel Nurse International April '01 to Jan. '02

**Contract work in San Francisco:**

- † **Administrative** work with the New San Francisco Examiner October '00
- † **Marketing Manager/Customer Communications** position involving meeting & conference coordination, updating databases, supporting sales people, processing purchase orders and creating slideshows for Tesseract Corporation Oct.'99 to Jan.'00
- † **Slideshow production using Powerpoint**; formatting proposals in Pagemaker, under strict time deadlines for this architectural firm NBBJ March to June '99
- † **Executive Assistant**; correspondence and coordination of exec's volatile schedule using Word, Outlook...slideshow presentations with Powerpoint at Charles Schwab & Co., Inc. Jan. to Feb. '99
- † **PowerPoint Presentation Specialist** for Landor Associates July '98
- † **Graphics; editing& formatting reports**, scanning & retouching illustrations at Degenkolb Engineers March to Dec. '98
- † **Temp to Perm: Office Manager** coordinating equipment rentals and camera operators for shoots, general reception and clerical duties for First Camera Nov. '94 to June '95
- † **Project Administrator** for a systems management study involving a sophisticated time tracking software and teamwork communication & cooperation between consultants and staff. at PG&E July to Nov. '94
- † **Administrative Assistant**; spreadsheets in Excel, designing documents in Pagemaker, transmitting information across platforms at Bank of America March to June '94
- † **Spanish Language** skills- translation Business Design Associates Feb. '93
- † **Quality Control Technologist Asst.** to reformat bio-technical reports Genentech Mar '93

**Education**

San Francisco State Extension, San Francisco, CA	Multimedia Studies Program
George Washington University, Washington D.C.	Cultural Anthropology
Penn State University, State College, PA	Liberal Arts