

# Paulina Minnebo

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249-924-7789 • 2728 Apache Trail Wixom, MI 498393

## Education

### Michigan State University

Anticipated: Bachelor degree of Arts in Professional Writing with a specialization in Editing & Publishing; Current GPA 3.8

Graduation: May 2018

## Experience

Current

### Elementary Education Tutor (5<sup>th</sup> grade)

**Michigan State University Service Learning**, East Lansing, MI

- Compiled student surveys and identified at-risk students.
- Supervised classroom of approximately 30 students.
- Assisted individual students in identifying, developing, and applying writing processes and techniques.

July 2015

### Event Coordinator and Team Leader

**Young Authors' Conference**, East Lansing, MI

- Critiqued student writing.
- Collaborated with teammates to prepare and execute event.
- Managed student group agenda.
- Facilitated group discussions and instructed students on writing evaluation processes.

October –  
December 2014

### Elementary Education Classroom Aid (Kindergarten)

**Michigan State University Service Learning**, East Lansing, MI

- Assumed responsibility for classroom guidance and instruction.
- Oversaw individual and group art projects.
- Tutored students in computer programming, elementary reading skills, and letter recognition.

April 2014

### Event Coordinator

**Drive 4 Ur School**, Novi, MI

- Helped coordinate and carry out charity event.
- Raised funding for event.

August –  
November 2013

### Concessions Management

**Walled Lake Western High School**, Walled Lake, MI

- Conducted financial transactions.
- Balanced cash register.
- Interacted with and made sales to customers.

August 2013

### **Student-Parent Liaison**

**Walled Lake Western High School**, Walled Lake, MI

- Organized orientation structure and tour.
- Preformed guided tours of building.
- Presented information about school to incoming class and parents.
- Facilitated parent Q&A session.

September 2012  
-May 2014

### **Television Studio Writer, Editor, and Director**

**Walled Lake Western High School**, Walled Lake, MI

- Authored various scripts of different genres. (PSAs, sitcom, news program, etc.)
- Edited footage and transformed into professional TV programs.
- Directed production team of writers, cameramen, actors, etc.

December 2010  
-Current

### **Professional Childcare/Nanny**

**Sarah and Martin Yono**, Wixom, MI

- Guided children through daily homework.
- Conducted transportation to child activities and responsibilities.
- Supervised and engaged with large groups of children at family parties and gatherings.

## **Honors & Distinctions**

Michigan State University Honors College

Michigan State University Academic Dean's List (2014-Present)

Winner of the *Red Cedar Review* 50<sup>th</sup> Anniversary Poetry Contest

Walled Lake Western High School National Honors Society

\*References available upon request.