

# John Belmont

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## SUMMARY

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Professional freelance English, ESL, and Russian tutor seeking opportunities to work with high school students, college students (undergraduate and postgraduate), and business professionals who want to express themselves more effectively, efficiently, and confidently in both English writing and speaking.

## EXPERIENCE

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### *Tutoring & Education*

#### **English, ESL & Russian Tutor**

2004–present

*Belmont Editing & Tutoring Services | Seattle, WA*

Clients include high school students, college students (undergraduate and postgraduate), business professionals, and recent immigrants to the United States.

- Academic English composition
- English as a Second Language (ESL): grammar, composition, American English pronunciation, and English conversation
- Russian grammar and pronunciation

#### **English & ESL Tutor**

2004–2019

*North Seattle College, Page One Writing Center | Seattle, WA*

- Tutored English composition, grammar, and pronunciation.
- Facilitated English conversation groups for students of various linguistic and cultural backgrounds.

#### **International Programs Assistant**

2010–2013

*North Seattle College | Seattle, WA*

- Assisted teaching staff of Humanities 299 - First steps to American Culture: teaching, grading, lesson planning, and curriculum development.
- Conducted new student orientations.
- Counseled students who struggled with classes and cultural acclimation.

#### **ESL Conversation Leader**

2004–2006

*University of Washington | Seattle, WA*

Facilitated English conversation in small group settings for visiting international students and conducted tours of the University of Washington campus and Seattle metropolitan area.

### *Editorial*

#### **Editor**

2016–present

*Belmont Editing & Tutoring Services | Seattle, WA*

#### **Book Editing**

- Copyediting: *The Glass Vampire*, by David Page, 2017. Genre: fiction, dark fantasy. 315 pages.
- Manuscript evaluation (fiction): *Rembrandt's Ghost*, by Bill Ritchie, 2017. Genre: historical fiction. 480 pages. Evaluation included in-depth written feedback on plot, pacing, character development, point of view, and structure.

## Academic Editing

Perform proofreading, copyediting, line editing, and developmental editing for both native and non-native speakers of English. Because of the “educational” nature of academic editing, I always include highly detailed explanations of errors, especially when working with non-native speakers.

- College admissions essays (undergraduate and postgraduate)
- Academic papers: persuasive, narrative, descriptive, argumentative, analysis, and synthesis

## Other Editing

- Business documentation: emails, reports, reviews, and deck presentations
- Resumes and cover letters
- Blog posts and other online media publications

## Mental Health

### Online Peer Counselor

2014–2018

*7 Cups of Tea | 7cups.com*

Offered anonymous online peer support to those struggling with emotional well-being.

### Peer Coach

2014–2016

*Belmont Coaching | Seattle, WA*

- Provided peer support and mentoring services to clients seeking career and life changes.
- Created achievable goals and held clients accountable to carrying them out.

### Peer Counselor

2011–2012

*The Recovery Café | Seattle, WA*

Counseled people dealing with issues of mental health, substance abuse, and homelessness.

## PRINTING & PREPRESS EXPERIENCE

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### Freelance Photo Editor

1999–2002

*Alterna-Graphics | Seattle, WA*

Offered digital imaging and desktop publishing services to art directors and photographers for print and web publication using Adobe Illustrator and Photoshop.

### Photo Editor & Digital Artist

1996–1999

*Rainier Color, Inc. | Seattle, WA*

- Conducted digital image retouching and created special effects for print production.
- Managed mark-up of digital proofs and executed color corrections.
- Created consistent imaging workflows for multiple publications.
- Maintained effective communication with art directors from initial concept to completion of work.

### Prepress Assistant

1990–1996

*International Printing and Publishing | Houston, TX*

Provided support for offset presses. Tasks included lithographic platemaking, photography of camera-ready art, conventional film lay-up, proofing, film processor maintenance, and conventional color correction using hand-cut masking techniques.

## EDUCATION

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University of Washington Professional and Continuing Education  
Certificate: Editing

2017

University of Washington  
BA Russian Language and Literature/Linguistics (3.95 GPA)

2004

Defense Language Institute, United States Air Force 1990  
*Presidio of Monterey, CA*  
Russian Language (3.9 GPA)

## CONTINUING EDUCATION

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Certificate: De-Mystifying Mindfulness 2019  
Coursera.org | University of Leiden - Leiden, Netherlands

Certificate: Søren Kierkegaard - Subjectivity, Irony, and the Crisis of Modernity 2018  
Coursera.org | University of Copenhagen - Copenhagen, Denmark

Non-certificate: Buddhism and Modern Psychology 2018  
Coursera.org | Princeton University - Princeton, NJ

## PROFESSIONAL MEMBERSHIPS

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- Northwest Independent Editors Guild
- Editorial Freelancers Association

## AWARDS & PUBLICATIONS

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Licton Springs Review Literary Journal 2005  
• Poetry: *Nagus Verve*, *Desanctuary*, and *Pedantic X*  
• Short story: *19c*

Third Annual North Seattle College Art Auction 2001  
People's Choice Award for mixed media artwork: *Earth Candy*

## ACTIVITIES & INTERESTS

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- Reading: philosophy, psychology, spirituality
- Language learning on Duolingo: German, Russian
- Photography/photo editing
- Meditation
- Yoga