
JOHN BELMONT | EDITOR & ESL TUTOR

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Profile

Certified editor with 15+ years of experience tutoring English as a Second Language (ESL). Editing experience includes proofreading, copyediting, and line editing for a mostly non-native English-speaking population. Solid record of improving writing in academics, business, and personal communications.

Editorial Skills & Qualifications

- Levels of editing: proofreading, copyediting, line editing
- Methods of editing: Microsoft Word (expert), Adobe Reader/Acrobat, Google Docs, traditional proofreading marks
- Photo-editing: Adobe Photoshop for print production (Adobe Certified Expert)
- Style manuals: *The Chicago Manual of Style*, 17th edition; *MLA Handbook*, 8th edition
- Dictionaries: *Merriam-Webster's Collegiate Dictionary*, 11th edition
- Editorial training: editing certificate, University of Washington (2017)

ESL Tutoring Competencies

- Grammar
- Writing
- Pronunciation (American English)
- Conversation

Experience

Editor & ESL Tutor | Belmont Editing & Tutoring Services | Seattle, WA | 2004–present

- Perform proofreading, copyediting, and line editing for both native and non-native speakers of English for the following types of writing:
 - Undergraduate- and graduate-level college admissions essays/personal statements
 - Academic essays: persuasive, narrative, descriptive, argumentative, analysis, and synthesis
 - Business documentation: emails, reports, reviews, and deck presentations
 - Resumes and cover letters
 - Blog posts and other online media publications
- Provide ESL tutoring for non-native speakers of English in the following subjects: composition, grammar, American English pronunciation, and English conversation. Clients include high school students, college students (undergraduate and graduate), business professionals, and recent immigrants to the United States.

ESL Tutor | North Seattle College, Page One Writing Center | Seattle, WA | 2004–2019

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

International Programs Assistant | North Seattle College | Seattle, WA | 2010–2013

- Assisted teaching staff of Humanities 299: First steps to American Culture. Developed curriculum, planned lessons, graded assignments, and taught classes.
- Conducted new student orientations.
- Counseled international students who struggled with studies and cultural acclimation.

ESL Conversation Leader | University of Washington | Seattle, WA | 2004–2006

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

Volunteering

Online Peer Counselor | 7cups.com | 2014–2017

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

Peer Counselor | The Recovery Café | Seattle, WA | 2011–2012

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

Education

- Editing Certificate | University of Washington Professional and Continuing Education | 2017
- BA Russian Language and Literature/Linguistics (3.95 GPA) | University of Washington | 2004
- Russian Language Certificate (3.9 GPA) | Defense Language Institute, USAF | 1990

Professional Memberships

- Northwest Independent Editors Guild
- Editorial Freelancers Association

Awards & Publications

Licton Springs Review Literary Journal | 2005

- Poetry: "Nagus Verve," "Desanctuary," and "Pedantic X"
- Short story: "19c"

Activities & Interests

- Reading: philosophy, psychology, spirituality
- Languages: German and Russian
- Photography and photo editing
- Yoga and meditation