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## 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 both native and non-native English speakers. Solid record of improving writing in academics, business, personal communications, and works of fiction.

### Editorial Skills & Qualifications

- Levels of editing: Proofreading, copyediting, line editing
- Methods of editing: Microsoft Word (expert), Adobe Reader/Acrobat, Google Docs, Pages (Apple), traditional proofreading marks
- Photo-editing: Adobe Photoshop for print production (Adobe Certified Expert)
- Style manuals: *The Chicago Manual of Style*, 17th ed.; *Publication Manual* (APA), 7th ed.; *MLA Handbook*, 8th edition
- Dictionaries: *Merriam-Webster's Collegiate Dictionary*, 11th edition
- Editorial training: Editing certificate (University of Washington, 2017)
- Degree: BA in Russian language and literature & applied linguistics (University of Washington, 2004)

### ESL Tutoring Competencies

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

### Experience

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

#### Editing

Offer editing (proofreading, copyediting, line editing) and ESL tutoring to college students (all levels), business professionals, and fiction and nonfiction authors. I edit the following types of writing:

- College admissions essays/personal statements (undergraduate, graduate, and postgraduate)
- Essays and dissertations
- Business documentation
- Websites and blog posts
- Resumes and cover letters
- Fiction and nonfiction

#### Published works:

- Sci-fi/fantasy: *The Glass Vampire* by David A. Page (2017), *Everything but the Kitchen Sink* by David A. Page (2021)

#### Tutoring

Provide ESL tutoring for non-native speakers of English who are high school students, college students (all levels), business professionals, and recent immigrants to the United States. I tutor the following subjects:

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

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## 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
- Freelancer's Union

## Awards & Publications

### *Licton Springs Review Literary Journal* | 2005

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

## Personal Enrichment Courses (Coursera.Com)

### *Certificate*

- Know Thyself - The Value and Limits of Self-Knowledge: The Examined Life | March 2021
- Know Thyself - The Value and Limits of Self-Knowledge: The Unconscious | February 2021
- De-mystifying Mindfulness | January 2019
- Søren Kierkegaard - Subjectivity, Irony, and the Crisis of Modernity | August 2018

### *Non-Certificate*

- Buddhism and Modern Psychology | January 2018

## Activities & Interests

- Writing: Poetry, essays, short stories
- Reading: Philosophy, psychology, spirituality
- Languages: Russian
- Photography and photo-editing
- Yoga and meditation