

STEPHANIE GERBER

stephanie.r.gerber@gmail.com

Current Address (valid until May 7, 2013)

Lycee du Dauphine
Boulevard Remy Roure
26103 Romans-sur-Isere
France

Permanent Address

213 Morris Ave.
Linwood, NJ 08221

EDUCATION

Boston University College of Communication, Boston, MA
Bachelor of Science in Film and Television, January 2010
Liberal Arts Concentration in English Literature

SPECIALIZED TRAINING

University of California Los Angeles Extension, Los Angeles, CA
Certificate in Teaching English as a Second/Foreign Language, June 2011
Earned with Distinction

EDUCATION EXPERIENCE

Lycee du Dauphine, Romans-sur-Isere, France

Foreign Language Assistant (October 2012-present)

- Instructing Terminale (equivalent to twelfth grade in the United States) and BTS (equivalent to an Associates Degree Program in the United States) students in English Language
- Developing and implementing units and activities related to the curriculum based on French government standards. Units include American government and politics, history, business, literature, and culture
- Providing one-on-one in-class tutoring sessions emphasizing pronunciation, vocabulary, and grammar

College Claude Debussy, Romans-sur-Isere, France

Foreign Language Assistant (October 2012-present)

- Assisting with one quatrieme class (equivalent to sixth grade in the United States) and instructing three toiseme classes (equivalent to eighth grade in the United States) both Euros (equivalent to gifted and talented) and general classes
- Developing and implementing units and activities to engage students in English language and American culture
- Designed and supervised a Yearbook Project for toiseme class
- Participating in the school's Comenius Program, a program developed by the European Commission which provides an opportunity for language, culture, history, and sport exchange between College Claude Debussy and schools in Ireland, Finland, Sweden, and Hungary

VOLUNTEER EXPERIENCE

Cross Cultural Solutions

Vidya, Pappankallan Volunteer, New Delhi, India (March-April 2012)

- Taught and encouraged women ages 14-26 in conversational English and Math emphasizing group interaction, confidence building, and cultural exchange

Anganwadi, Darnu, Volunteer Dharamasala, India (April-May 2012)

- Developed and taught songs, games, and educational activities for children ages 1-6

Foundation Orient-Occident Rabat, Morocco (December 2012-January 2013)

- Taught students ages 17-65 conversational English focusing on vocabulary and pronunciation through discussion and activities

Greater Los Angeles Zoo Association (GLAZA), Los Angeles, CA

General Volunteer (July 2010-March 2012)

- Acted as an ambassador between the zoo and patrons: guided zoo patrons throughout the facilities, communicated zoo policies and educational information, as well as participated in special events such as Boo at the Zoo and the annual Earth Day Expo

ADDITIONAL EXPERIENCE

Tishman International Companies, Los Angeles, CA

Executive Assistant (August 2010-March 2012)

- Worked in a supportive position to the Chairman and Vice President of the company
- Oversaw daily office tasks including greeting clients, maintaining the phone system, writing and typing correspondence, cataloguing and organizing files, scheduling, and purchasing supplies
- Coordinated travel expenses, negotiated exchange rates, monitored expenses, and attained VAT rebates
- Researched and compiled international business contact information for the company database in the Sofia Airport Project (SAC)
- Facilitated with Yellow Brick Road Investments LLC by processing monthly deposits

Rocketfish Studios, Van Nuys, CA

Production Intern (September-December 2009)

- Assisted producers, organized media clips, arranged storyboards, researched, managed phones, scheduling, transcription, organized content library, as well as working in Adobe Flash/Photoshop/Illustrator coloring, texturing, organized files, created images from animation, and compiled animation

Gunn Films at The Walt Disney Company, Burbank, CA

Development Intern (September-December 2009)

- Managed and tracked submissions, corresponded with writers, researched, wrote script coverage, and compiled talent lists

Powderhouse Productions, Somerville, MA

Production Intern (September 2008-May 2009)

- Provided content research, transcription, logging footage, created producers' binders, filed expense reports, and digitized production video
- Worked as a Production Assistant on Dogs 101 (Animal Planet), Mega Engineering (Discovery Channel), and A Girl's Life (PBS Documentary)

SPECIAL SKILLS

Personal computers: Macintosh, PC; Microsoft Word, Microsoft Outlook, Microsoft Powerpoint, and Microsoft Excel, File Maker Pro, Maya Autodesk, Avid Media Composer, Final Cut Pro, Adobe Flash, Photoshop, Illustrator, and extensive internet research

Foreign languages: French – intermediate proficiency; Hindi – elementary knowledge

INTERESTS

Figure Skating (Member of United States Figure Skating since 1995 as well as a member Valence Patinage Artistique, in Valence, France), Foreign languages, Travel, Volunteering, Art, Dance, and Writing