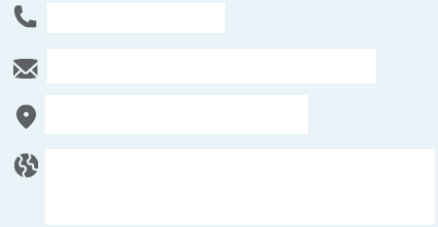


KENDALLE SMITH



EDUCATION

Clemson University, Clemson SC

Bachelor of Arts in English, Minor in Biological Sciences
May 2022

WORK EXPERIENCE

Assistant Paralegal

Clark & Washington - Atlanta, GA / 2024

- First point of contact for new clients within Georgia and Tennessee
- Assessed client bankruptcy eligibility through a phone call screening process and onboarded eligible clients
- Reviewed and organized client documentation within client management database
- Managed high call volumes in a fast paced environment while maintaining organization and attention to detail

Head English Teacher

EPIK - Geoje-si, South Korea / 2022-2023

- Developed and implemented lesson plans for English language education
- Created themed teaching materials and interactive activities for hands-on English education during summer and winter camps
- Provided pronunciation and intonation feedback directly to students
- Implemented multicultural lessons, helping children respect and value individual and intersecting cultural differences

Academic Tutor

America Reads, America Counts: - Clemson, SC / 2019-2020

- Tutored K-5 students in reading and comprehension, spelling, writing, and math,
- Developed student skills necessary to function within an educational and casual environment

SKILLS

- Project Management
- Database Management
- Critical Thinking
- Time Management
- Excellent written and oral communication
- Adaptability
- Leadership
- Organization with attention to detail

CERTIFICATIONS

First Step Korean

Yonsei University - Seoul, South Korea
2022

Teaching English as a Foreign Language

Clemson University - Clemson, SC
2021

LANGUAGES

German

Intermediate level
Reading, writing and speaking

Korean

Intermediate - Reading & Writing
Novice - Speaking

Japanese

Novice level
Reading, writing and speaking