

KAREN THOMPSON

Fresno, CA 93703 | +1 478-231-4000 | karen.u1207@gmail.com

Experience

Office management and education are the two distinct roles that I have held throughout my career. They require different skill sets, yet each brings its own set of challenges and rewards.

As an office manager and administrator each day was an exercise in multitasking - fielding calls, managing deadlines, and troubleshooting issues that pop up unexpectedly. I oversaw daily operations, and ensured smooth communication between departments, managing staff schedules, and addressing client needs. Every day brought new logistical hurdles that demanded my full attention and problem-solving abilities. My day-to-day technical responsibilities included training, accounting, payroll, human resources, event planning, and customer service.

On the other hand, teaching is a more deliberate and reflective endeavor. It involves creating lesson plans, engaging with students, and fostering an environment where learning can flourish. As an educator and teacher, I have also supported additional programs by planning seminars and conferences; and coordinating student clubs, internships, and work study programs.

While the office environment focused on efficiency and task management, the classroom was about mentorship and inspiring others. The two roles complemented each other in that both required patience, strong communication, and leadership, but each role demanded a different approach to managing time and energy.

Skills

- Effective communication
- Problem solving
- Report preparation
- Classroom management
- Communication skills
- Time management
- Organizational skills
- Relationship building
- Project-based learning
- Certified ESL- English as Second Language

TEFL Training

Level 5, 168-hour TEFL Certification, The TEFL Academy UK, 2025

- Created lessons for various levels, pre-intermediate to advanced
- Experienced in teaching the language elements of speaking, listening, reading and writing
- Skilled in the creation of classroom support materials and resources
- Skilled in English grammar and how to teach essential language
- Adept at needs analysis and teaching in different situations
- Experienced in classroom management and teaching techniques

Education

Bachelor of Arts: International Studies 05/2010, Georgia Southern University Statesboro, GA

- Concentration in Religion, Culture, and Society in Europe and Latin America
- Minor in Spanish
- Member of Tau Sigma National Honor Society, Georgia Southern University, 2007-2010
- Study Abroad in France and Costa Rica

Associate of Arts: Secondary Education/French 12/2007, Middle Georgia State University Cochran

- Vice President of Foreign Language Club, Middle Georgia State University, 2005-2007

Languages

Native Tongue: English

Other Languages: Spanish and French

Spanish: Listening A2, Reading A2, Spoken Production A1, Spoken Interaction A1, Writing A1

French: Listening A2, Reading A2, Spoken Production A1, Spoken Interaction A1, Writing A1

Digital Skills

Microsoft Office, Excel, Outlook, Word, and PowerPoint; Google Drive and Docs; Zoom

Employment

- Accounts Payable Specialist 09/2023 to Current
Central CA Almond Growers Association, Kerman, CA
- Office Manager 03/2019 to 08/2023
Little's Forklift Repair LLLP, Eastman, GA
- Manager 01/2018 to 02/2019
Eastman-Dodge County Chamber of Commerce, Eastman, GA
- Support Services Coordinator 03/2016 to 01/2018
Dodge County Hospital, Eastman, GA
- Paraprofessional/Substitute Teacher 01/2016 to 03/2016 and 04/2003 - 05/ 2010
Dodge County Board of Education, Eastman, GA
- Event Coordinator 03/2014 to 02/2015
BVT Enterprises dba The Clubhouse, Statesboro, GA
- Administrative Assistant to the Director of Student Media 12/2013 to 03/2014
Georgia Southern University, Statesboro, GA
- Assistant Program Specialist, Div. of Continuing Education 11/2011 to 12/2013
Georgia Southern University, Statesboro, GA
- Training Instructor/Substitute Teacher 01/2011 to 11/2011
Department of Defense Education Activity, Ft. Stewart, GA

Personal Details

Date of Birth: 01 December

Nationality: US Citizen

Driver's License: US/California

References

References can be provided upon request.