

CHARLIE DALE

Monte Sereno, CA

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EDUCATION

Master of Fine Arts, Creative Writing (Poetry)

May 2023

The New School, New York, NY

Bachelor of Arts, Writing and Psychology

March 2021

The Evergreen State College, Olympia, WA

EXPERIENCE

ERC Specialists Affiliate

July 2023 - Present

ERC Specialist, Remote

- ❖ Networks and cold-calls businesses to help them get up to \$26,000 per employee in ERC credits
- ❖ Acts as a liaison between businesses and ERC Specialists to help ensure smooth application process

Database Specialist

January 2023 - Present

Locale, Remote

- ❖ Manages two databases to ensure consistency and accuracy for more than 1,000 orders per week
- ❖ Conducts data entry and ensures automation is acting correctly with manual check

Quality Control Manager

June 2022 - August 2022

Locale, San Jose, CA

- ❖ Oversaw a team of seven to ensure quality control on over 700 food orders twice weekly
- ❖ Packaged and handled food with care to ensure boxes would be fit for safe delivery
- ❖ Took initiative and stepped into roles throughout overall package production to assist team as needed

Writing Teacher

September 2022 - December 2022

WriteOn NYC!, New York, NY

- ❖ Created ten lesson plans per semester engaging 9th and 10th graders in the world of poetry and micro-fiction
- ❖ Taught and managed a class of ten students, giving written feedback to each student weekly
- ❖ Organized and MC'd a cumulative reading for students to share writing with their peers

Writing Coach

June 2022 - September 2022

Prompt, Remote

- ❖ Wrote feedback on 5-10 college application essays per day, building relationships with and supporting students' successful admissions to the top colleges of their choice
- ❖ Managed schedule using google and outlook calendars, completing quality work on time, in a fast-paced environment

Writing Tutor

September 2018 - March 2021

The Evergreen State College, Olympia, WA

- ❖ Tutored undergraduate and grad students in all genres
- ❖ Implemented replicable employee training program, meaningfully increasing number of tutoring sessions per week
- ❖ Drafted, edited, copyedited, and proofread a 75-page manuscript to support students

- ❖ Liaised with student government to petition the institution to finance the publication
- ❖ Encouraged center visits by tabling at campus events and visiting classes

Volunteer

September 2018-January 2019

Books to Prisoners, Olympia, WA

- ❖ Contributed to the education, outreach, and literacy efforts by selecting books, writing letters, and mailing packages to people currently incarcerated

SKILLS:

Database & Payment Processing Software:

- ❖ FoxyCart, Airtable, Shopify, Microsoft Excel, Google Sheets

Other Software:

- ❖ Microsoft Outlook, Microsoft Word, Microsoft Powerpoint, OneNote, Skype, Zoom, Google Docs, Google Drive, Google Forms, Gmail, Google Teams, Google Chrome, Canva