

Carol L. Balint
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EDUCATION

Christendom College; Front Royal Virginia **1996-2000**
B.A. (2000), majored in **French**
Virginia Tech; Blacksburg, Virginia **2015-Present**
M.A. (cand) in Multilingual Studies, Virginia Tech.

EXPERIENCE

Christendom College Front Royal, Virginia **2013-Present**
French and Spanish Adjunct Professor: Teaching and organizing college level classes.
Making syllabi, answer keys, midterms and final exams for both languages.

Chelsea Academy Front Royal, Virginia **2012-2013**
French 3 and 4 Teacher: Teaching and organizing a total immersion class composed of two levels. Making answer keys, midterms and final exams for both levels. Coordinating group discussions on literature read in French. Introducing students to grammar used only in French writing.

Saint Louis Catholic School Alexandria, Virginia **2006-2007**
Spanish Teacher: Teaching young students from grades K-2 how to understand, speak, read and write Spanish by following the appropriate curriculum.

Self Employed Woodbridge, Virginia **2002-2006**
Language Tutor for students in the Northern Virginia area, including the home school students in Woodbridge associated with TORCH (Traditions of Roman Catholic Homes): Teaching students to understand, read, write and speak Spanish or French.

Miller Networking Services Emmett, Idaho **2000-2001**
Bookkeeper: Handling Accounts Payable and Accounts Receivable, i.e., data entry, financial reports, monthly bills, distributing paychecks, handling all bank accounts as well as keeping track of all assets, credit cards and company vehicles.

Adoremus Arlington, Virginia **1997-1999**
Administrative Assistant for a monthly bulletin: Updating a database in *Microsoft Access* of 20,000 members, filing, copying and depositing checks, purchasing and organizing office supplies, filling orders.

Ignatius Press San Francisco, California **1994-1996**
Executive Assistant: Transcribing, filing, answering phones, ordering and organizing office supplies, responding to authors' manuscripts, mailing packages and letters, and organizing books for display.

ADDITIONAL SKILLS

Fluent in Spanish and French.
Proficient in several computer programs, i.e., *QuickBooks*, *Quicken*, *MS Word* and *Excel*.