

TEODORA PRERADOVIC

CONTACT



tpreradovic3@gmail.com



[https://www.linkedin.com/
in/tea-preradovic](https://www.linkedin.com/in/tea-preradovic)



Website: teapre.com
Blog: <https://t-p.medium.com>

EDUCATION

**BACHELOR OF COMMUNICATION
STUDIES**

BACHELOR OF SPANISH

DEPAUL UNIVERSITY, CHICAGO, IL
2018 - 2022 | GPA: 3.90

CERTIFICATIONS

**TEACHING ENGLISH AS A
FOREIGN LANGUAGE (TEFL) &
TEACHING ENGLISH ONLINE**
INTERNATIONAL TEFL ACADEMY

GLOBAL FLUENCY CERTIFICATE
DEPAUL UNIVERSITY

TECHNOLOGY

- Google Suite
- Microsoft Office
- Canva
- Wix / Squarespace
- Social Media (Meta, Pinterest, LinkedIn)

SKILLS

- TEFL
- Advanced Spanish
- Advanced Serbo-Croatian
- Copywriting / Editing / Proofreading
- AP Style
- Intercultural / Interpersonal Comm.
- Public Speaking
- Autonomous Work-Ethic
- Adaptability / Flexibility
- Problem-solving
- Managing Conflict
- Positive, Can-Do Attitude

RELEVANT EXPERIENCE

ESL TEACHER

NAO NOW | JULY 2024 - PRESENT

- Supporting int'l students on their ESL journeys
- Creating an exciting, judgement-free atmosphere that motivates student to participate and enjoy English learning

PROOFREADER / COPYEDITOR

ENGIN PROGRAM | JUNE 2022 - PRESENT

- Meeting deadlines to proofread and edit social media posts for correct and effective use of English
- Paying attention to details such as tone, punctuation, style inconsistencies, awkward grammar, typos, and more

ENGLISH LANGUAGE ASSISTANT (SPAIN)

NALCAP | OCT 2022 - JUNE 2024

- Built rapport with Spanish high school students to facilitate a safe space when speaking English in a variety of subjects
- Conducted ESL activities that limited teacher talking time and made classes interactive, dynamic, and relatable
- Guided weekly English conversations among students to sharpen their skills

PODCAST PRODUCER, TRANSCRIBER, & INTERVIEWER

THE CREATIVE PROCESS | AUG 2020 - FEB 2021

- Produced and edited recorded interviews into podcasts and highlight reels, focusing on the collective's mission
- Transcribed audio using Verb8m for the first time, edited transcription syntax errors while managing multiple projects remotely and autonomously

CONTENT CREATOR

THE CREATIVE PROCESS | NOV 2020 - JAN 2021

- Created, managed, and scheduled, Facebook and Instagram content using Canva and Facebook's Creator Studio
- Researched Instagram engagement strategies and increased the average reach of Instagram posts by 12%

ADDITIONAL EXPERIENCE

SERVER & HOSTESS

COALFIRE PIZZA | SEP 2019 - SEP 2022

- Worked as a team in a fast-paced environment to run the restaurant smoothly and create positive dining experiences
- Problem-solved with customer concerns by listening, empathizing, and being determined to find solutions

DISCUSSION LEADER

GLOBAL DEPAUL'S COFFEE HOUR | SEP 2020 - DEC 2021

- Led encouraging conversations with int'l students about navigating student life and culture at DePaul University
- Connected int'l students with accessible resources and opportunities to maximize their study experience in Chicago

STUDY ABROAD AMBASSADOR

DEPAUL UNIVERSITY | NOV. 2019 - JUNE 2020

- Attended Chicago Lessons from Abroad Conference to discuss professional development from studying abroad
- Wrote two articles about change management & cultural immersion for DePaul's study abroad blog, *Sojournal*