

Elizabeth A. Spada

145 Gallup St.
Mount Clemens, MI 48043

Education

- Graduate Certificate in Information Management, Wayne State University, Detroit, MI, Current
- Certificate, Information Technology Applications Professional, Macomb Community College, Warren, MI, 2017
- Master of Arts, English, Wayne State University, Detroit, MI, 2012
- Master of Education, Bilingual-Bicultural Education, Wayne State University, Detroit, MI, 2008
- Bachelor of Arts, English, Wayne State University, Detroit, MI, 2003
- Associate degree, Administrative Assistant, Macomb Community College, Warren, MI, 1996

Employment

- Owner, Earthlux Botanicals LLC, Mount Clemens, MI, 2020-present
- Copy editor, remote, Wolters Kluwer Health, Philadelphia, PA, 2018-2020
- Manuscript technician, remote, Wayne State University College of Nursing, Detroit, MI, 2007-2020
- English language tutor, Language Development Systems, Lansing, MI, 2018
- English language tutor, Global Language Training (Global LT), Troy, MI, 2017-2018
- Guest Teacher, various school districts, Metropolitan Detroit area, 2001-2019
- Placement Test Technician, Macomb Community College, Warren, MI, 2014-2017
- Clerical Receptionist, Macomb Community College, Warren, MI, 2011-2015
- English Language Teacher, SCS Adult & Community Education, Saint Clair Shores, MI, 2007-2011

Skills

- Excellent communication skills in English and bilingual-bicultural communication. Experienced with presentations and video conferences.
- Excellent writing and editing skills. Proficient with track changes for editing. Experienced with various file upload/download platforms. Experienced with scholarly literature database research.
- Keyboard typing speed is 55 words per minute.
- Strong reading skills. Excellent comprehension and analytical thinking. Exceptional memory of text, dates, events, numerical data.
- Proficient with various cloud-based technology tools and applications, especially MS Word, Excel, and PowerPoint. Current studies (graduate certificate) include SQL and web development. Future studies include human computer interaction and information behavior.
- Ability to focus on computer-generated content and provide feedback using an online tool.
- Active user of Gmail, social media, and web browsers to navigate and interact with a variety of content.