

Esther Elliott

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PROFESSIONAL SUMMARY

Teaching assistant with four years experience working with children. Passionate about creating fun and engaging educational content for students.

PROFESSIONAL EXPERIENCE

Classroom Aide, My First School **August 2025 - Present**

- Monitoring 7-10 children with playtime activities recess, storytime, and music to ensure a safe and fun learning environment. Reduced messy classroom by 90%
- Assist lead teacher in classroom set up, diaper changing, and snack preparation.
- Monitoring 12 preschoolers during lunchtime and recess.

PR/Marketing Intern, The Borgen Project **January 2024 - March 2024**

- Wrote and produced three YouTube videos and sent them to Congress asking for support policies that support the physical and mental health of those in poverty.
- Held a Zoom meeting to spread awareness about the organization's mission.
- Created Canva designs to illustrate ways to advocate for policies and bills that The Borgen Project supports.
- Used Instagram, Facebook, Twitter, text and email to spread awareness and encourage friends and family to donate to my fundraising campaign and support policies and programs The Borgen Project supports.

Front Office Assistant, ABC Foundations **May 2023 - Present**

- Drafting letters and emails for scheduling in-person and Zoom client appointments.
- Completing information packs to be mailed about to potential clients.
- Observing client behavior during some parts of Listening Therapy. Doing jigsaw puzzles, games, and other playtime activities.
- Answering client questions on the phone.

Writing Intern, Malone University **September 2022 - May 2023**

- Sought out interviews from five students about their college majors and career goals.
- Completed five 400-word profiles on student accomplishments, career and academic goals.

Children's Ministry Volunteer, Parkside Church **June 2021 - Present**

- Led a cohort of 4th graders through bible lessons and recreational activities during Vacation Bible Camp.
- Engaged preschoolers and 2nd graders through Bible verse memorization, music and physical activities, workbooks, and games. .
- Distributing and cleaning toys in nursery. Observing child behavior to ensure safety.

EDUCATION**BA, History**

Malone University

May 2023**SKILLS****Software:** Adobe Premiere Pro, Articulate Rise 360, Canva, Wix, Zoom, Adobe Creative Cloud.**Technical:** Writing, editing, video production, public speaking, archiving, interviewing, AP Style, Chicago Manual of Style, classroom management, storyboard, scriptwriting.**PROJECTS****Office of Multicultural Services Benefits Students****March 2023**

- Interviewed student leaders and mentors via Zoom.
- Compiled recorded clips into 1-minute video.

History of Camp Wakonda**December 2022**

- Organized and archived church camp materials to sort through information needed for the project.
- Interviewed former campers and camp counselors about their experiences.
- Compiled interview and research findings into notes.
- Developed a powerpoint presentation with classmates and presented the project to Christ Presbyterian Church's Sunday School Class with classmates.