

## Ruth Claire Tarshis

---

Karlstrasse 42, 70806 Kornwestheim, Germany

Tel. (mobile) : (49) 0169-925 699 50

E-mail : [claire@awordventure.com](mailto:claire@awordventure.com)

### Personal details

Citizenship : U.S.A.

Status : Single

Children : None

Military experience : U.S. Navy  
January 1992 – January 1996  
Aviation Electrician

### Education

October – November 2000      **CELTA Course**, ILI Heliopolis

May 1997 – May 2000      **University of Colorado**, Boulder, Colorado  
Bachelor of Arts in Linguistics  
Minor in German

August 1987 – May 1990      **Montrose High School**, Montrose, Colorado  
Graduated in top ten percent

### Employment experience

January 2001 - present      **English teaching experience**  
February 2002 - present  
kmp Sprachenservice, Sindelfingen, Germany  
Classes : all levels, business English, esp. financial

September 2001 - January 2002  
St. James Language Center, Prague, Czech Republic  
Classes : all levels, business English

January 2001 - September 2001  
ELS Language Centers, Dokki, Cairo  
Classes : all levels, general English

March – September 2000      **Operations Assistant**  
Heritage Bank, Louisville, Colorado  
Duties : Customer service with personal and  
business accounts, opening accounts, training of  
new operations employees

---

May 1997 – October 1999

**Universal Teller**

U.S. Bank, Boulder, Colorado

Duties : Customer service with personal and business accounts

March 1996 – Feb. 1997

**Au Pair**

for Karner family, Bensheim, Germany

Duties : Daily responsibility for two children, ages 3 and 5 (German speaking only), some babysitting and housework

## Additional skills and interests

### Foreign languages

German: speaking, reading, writing fluency

French : speaking, reading, writing proficiency

### Stuttgart Rugby Club

Player

Women's team representative in club government

Responsible for : Organization of matches, registration in league