

Vaughan Richards

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OBJECTIVE

Versatile and efficiency-minded professional with logistics experience and strong interpersonal skills, seeking a proactive relationship with TQL.

EXPERIENCE

PREMIER MARTIAL ARTS - Lexington, KY - Sales Lead/Instructor

July 2023 – Present

Setting up daily appointments with new and old leads and orienting new clients of every age group. Handling client contracts, transactions, billing, and accounts receivable. Frequent off-site brand representative mass-intro events at public and private venues.

SELF-EMPLOYED - Freelance Independent Filmmaker

2019 – Present

Sound design, editing, writing, and directing for a variety of low-budget cinema and television projects.

LEXLIVE - Lexington, KY, USA - Movie Theater Manager

Sep 2023 – July 2024

Operating theater, box office, and concessions, and successfully training many new employees in all of these. Keyholder and other closing duties. Scheduling all theater employees and keeping all products in stock. Routine interaction with customers and staff who do not speak English. Daily work with cash register drawers, and accounting spreadsheets.

MACY'S INC. - Portland, TN - Warehouse Worker

2016 – 2017

Performed Processing and Inventory on outbound goods daily and prevented a fire-safety violation during peak shipping season.

MORE EXPERIENCE

HAU CREATIVE - Matutu, Brazil (remote) - Writer/Designer

Feb 2021 - Present

Writing blurbs for the “EarthX” environmental education project. Active role in strategy.

PREPLY - Online -

Private English-Second-Language Tutor

Aug 2023 - Present

Acquired several committed long-term students within my first week.

**EIFERT SCHOOL - Köln, Germany -
Specialized English Tutor
2018 - 2019**

Taught adult students in small group professional settings. Designed curriculum focused on IT and business English for high-profile clients including DHL, Mercedes-Benz, and Bayer.

**SPEAKEASY LANGUAGE ACADEMY E.K.
- Köln, Germany - English Tutor
2018 -2019**

Offered Freelance one-on-one private lessons for all ages. Designed flexible client-specific curriculum.

**INTERNATIONAL CENTER OF KY
- Bowling Green, KY, USA - ESL Volunteer
2017**

Tutored adult refugees settled around Warren County for the Center's growing ESL program.

**LIVING HOPE BAPTIST CHURCH
- Bowling Green, KY - Video Producer
Jan 2017 – Jan 2018**

One-man crew shooting and editing all weekly videos and slideshows, plus special holiday and event videos. Edited and archived 4K lecture footage daily. Extensive use of Adobe Creative Cloud/Suite programs.

EDUCATION & CREDENTIALS

**TEFL & TESOL Certification – International
TEFL Academy
2017**

**CATALYST INSTITUTE BERLIN – Berlin,
Germany – Film Production
2019 - 2021**

**RUBY TUESDAY INC. - Bowling Green, KY -
Server
2016 - 2017**

Serviced in a fast-paced restaurant and successfully served customers who spoke no English.

**NASDAQ ENTREPRENEURIAL CENTER
- San Francisco, CA - Film & Broadcast Intern
Oct 2015 – Sep 2016**

Edited video interviews with venture capitalists and business leaders for the Center's social media platforms. Assisted the broadcast team during live events and built mutually beneficial professional relationships.

**INTERNATIONAL VOLUNTEER
HEADQUARTERS - Ubud, Indonesia -
ESL Volunteer
2015**

English Tutoring for third-grade students at Singapadu School. Created all lesson plans and materials, and led the class from not knowing the alphabet to speaking basic sentences within three months.

**BULTACO WEST MOTORCYCLES
- Bowling Green, KY - Mechanic's Assistant
2011 - 2013**

Repairs, restorations, and successful sales of antique motorcycles and engines. Maintained shop with zero accidents during my tenure.

**UNIVERSITY OF LOUISVILLE – Louisville,
KY – Computer Science & Information Systems
2013 - 2015**