Australian Age: 59



Cy Kiryk: Abbreviated version of Resume

**Objective:** To teach English in South Korea

**Education:** **Bachelor of Science**: **Education** (PE, Health Education & Recreation)

Oregon, USA 1972

* + - * Graduate Diplomas in Educational Counselling & Health Counselling

South Australian Institute of Technology 1987

* + - * Further units covered in: Special Education, Social Education and Women’s Studies

Salisbury College and Underdale College of Advanced Education 1982 - 1985

* + - * Certificate in **TEFL/TESOL** i to i, 2007 (Face to face)
			* Certificates I to III in Information Technology (2209ABC, 2309AAC) MACE 1998 - 1999

**Experience**: **COURSE TUTOR/Teacher and ASSESSOR**: Private and Government owned tertiary institutes: MACE and ENET **1999 to 2008**

 **Courses previously taught and assessed**

* + - * Certificates I, II and III in Information Technology:
			* Certificate II IT (ICA20199) Trainee Facilitator of staff - Shire of Mansfield VIC
			* Certificate III IT ( ICA20199 Networking) Trainee Facilitator of staff - MACE
			* Certificate II Business (BSB20101) MACE
			* Certificates II and III Business (BSB20101and BSB20103) ENET
			* Course in Career Management and Job Search Skills (91299NSW) National Training Register
			* Adult Literacy and **ESL** to adults: MACE
			* **Certificate II and III ESL**: ENET (also CRT work in LLNP for ENET:

 **Language, Literacy and Numeracy**)

* Corporate and Industry Training (In both Business English and IT,

At numerous Industry sites in Melbourne, for ENET)

* Certificates II and III Business Administration: English writing and grammar: WFP

**1972 – 1993:**

**South Australian Government Department of Education: Teacher**

* Physical Education, Health Education, Social Education, Biology, German, **English**, Science, Language Arts, Geography, Literature, Poetry, and IT
* Duties as set below
* **Duties and Responsibilities**
* Provide individual and small group tutoring to students from a range of cultural and economic backgrounds
* Complete in-depth research on course materials
* Aid students in achieving a better understanding of specific subject material and in improving their academic capabilities/job prospects
* Meet with the Chief Executive Officer to provide regular updates on activity
* Meet with students regularly to review academic results and learning activities
* Understand learning problems and working with students on study skills
* Review course and materials, discussing the text and providing interesting tutorials
* Produce test questions, assessments and formulate ideas for papers
* Work with students to discuss solutions to questions and resolve any problems
* Attend periodic training sessions
* Maintain student records, including follow-up and assessments
* Plan suitable resources needed to carry out each unit/course/module
* Create suitable hand out materials
* Contribute to discussion forums and meetings with other team members
* Govern policies and procedures relating to course materials, curriculum development and compliance
* Resolve problems relating to technology equipment failures
* Covering for periods of absence and / or lack of resources across other courses
* Worked as coordinator for job search for business students/actively sought permanent positions for these students

**Achievements:**

* Created a learning environment with students who often come from a complex mixed range of ages (from 5 to 74 years)
* Integrated paying students with those who had been asked to attend by various government bodies [for return to work reasons] and managing conflicting problems that arise with those who want to be there, against those who have to be
* Initiated a self disciplined Audit based procedure which resulted in a request by other departments and organizations to mirror this process
* Covered for a range of courses (at short notice) during periods of staff absence
* Positively contributed to the development of many students with learning difficulties

**Referees:**

***Current Employer****s*

**Mr.Lee, Hyo Jeong**

Principal, Seongpo Middle School

Geoje-do. South Korea

Cell phone: 016 587 6668

Or

**Co teacher Kim, Ja young**

Cellular phone: 101 5771 5949

**Mr. Kim, Ju Yong**

Prior Head Teacher and current Head of ESL/English Department, English Teacher

Dun-deok Middle School,

Geoje-do, South Korea

School phone: 055 633 5015

Cell: 010 5870 1563