**Brittany A. Simison**

**WORK EXPERIENCE**

**ESL Teacher,** Three King’s Education **·** Munsan, South Korea ***07/2014 – Present***

* Prepare for class to ensure learning takes place for students ranging from

the ages of 6-16 as well as adults

* Create different types of activities to help students stay engaged in learning
* Maintain order in a setting of up to twelve students
* Help students build confidence with both oral and written English

**Assistant Teacher,** La Petite Academy **·** Beech Grove, IN  ***06/2013******–******07/2014***

* Collaborated with Lead Teacher to create an efficient learning environment
* Supervised and taught children ages 3-4 how to execute tasks
* Upheld a strict schedule in order to help the children stay focused
* Changed different areas of the room to keep the children interested

**Trainer/Server/Bartender,** Bravo **·** Indianapolis, IN  ***07/2012 – 07/2014***

* Responsible for training new staff and ensuring effective service
* Collaborate with coworkers to guarantee a functioning work space
* Maintain guest satisfaction by dealing with complaints effectively and

serving them in a timely and efficient manner

* Set up banquet rooms to host’s specifications
* Handle and disperse money for transactions and server check-outs

**Server,** Nick’s English Hut **·** Bloomington, IN  ***11/2011 – 06/2012***

* Worked in a fast-paced environment that required me to quickly

prioritize tasks and effectively manage my time

* Cooperated with associates to divide labor and sections

**Corporate Trainer/Server,** Scotty’s Brewhouse **·** Bloomington, IN ***08/2008 – 10/2011***

* Taught company procedures to groups of employees for a new restaurant
* Trained in-house servers and hosts to corporate policy

**EDUCATION**

**Indiana University Purdue University Indianapolis·** Indianapolis, IN ***December 2013***

Bachelor of General Studies

* Concentration in Social and Behavioral Science
* Minor in Human Development & Family Studies and Psychology
* Dean’s List Fall 2013

**ACTIVITIES**

**Volunteer,** Korea International Volunteers · Seoul, South Korea ***12/2014 – Present***

* Help teach children English in a more relaxed environment
* Prepare for Christmas by helping to wrap presents

**Volunteer,** Children’s Bureau **·** Indianapolis, IN  ***06/2013 – 06/2014***

* Interact with and supervise children of different ages