Elizabeth Gail Van Dyke
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EDUCATION	MBA	BA
	Masters in Business Administration	Business Management and Psychology
	Anderson University – Anderson, IN	Anderson University - Anderson, IN
	August 2007 – July 2008	August 2003 – August 2007
	GPA 3.7/4.0	GPA 3.05/4.0

EXPERIENCE

Chang Yong Middle School   September 2009 – Present
Suwon, South Korea
- Researched materials in order to create lesson plans
- Created materials for classes, worksheets, PowerPoint presentations, and games
- Communicated with coworkers despite the language barrier
- Gained knowledge about Korean culture and life

Avalon English   February 2009 – Aug 2009
Gimpo, South Korea
- Taught English to elementary school students
- Created supplement activities for the material classes
- Improved time management skills
- Was flexible to the unpredictable changes in schedule
- Gained classroom management skills
- Was able to adapt to the children's needs

The ANDERSON Center for the Arts   February 2008 – May 2008
Anderson, IN
- Wrote business plan for new operation within The ANDERSON
- Gained exposure to the process of starting a new company
- Attended Board Meetings and interacted with the members
- Learned the practices of non-profit business
- Worked on multiple projects at once
- Exposed to grant writing and other forms of fundraising

Anderson University Reardon Auditorium   September 2003 – May 2007
Anderson, IN
- Manager senior year and assistant manager junior year
- Experience in interviewing and hiring employees
- Organized schedules and ticket sales
- Made deposits and balanced event accounts
- Contacted promoters and worked with them in regards to ticket sales
- Improved the process of the box office
- Created a manual to ensure smooth operations in the future

CONTINUING PROFESSIONAL DEVELOPMENT

International Business Trip – May 2008
Traveled to Europe
Purpose to gain cultural experience and exposure to global Business

REFERENCES   Available upon Request.