PERSONAL DETAILS

Name	Eun Na, Koh (Erica Koh)
Nationality	New Zealand
Date of birth	1984/Jan/02
Address	26 Rosses Place Pinehill, Auckland, New Zealand
Telephone	070-8690-9905
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EDUCATION

2004-2009:	University of Auckland
	Bachelor of Art: majored in Asian Studies
2002-2003:	Auckland University of Technology
	Business Information Systems
1998-2002:	Graduated Westlake Girls High School

QUALIFICATION

2009	Bachelor of Art: Asian Studies
2003	Certificate of Business
2002	Graduated and granted NZQA form 7 certificate

WORK EXPERIENCE

- Foreign Assistant Teacher

I have worked as a Gyeonggi foreign assistant English teacher in Soodong Elementary School for 1 year. My duty was teaching student English and assisting co-teacher with class. I have also worked at Songchen Elementary School for 1 year which is sub-school of Soodong Elementary School as an after school foreign assistant English teacher. Not only that I have been teaching year 1 to year 6 student as an afternoon foreign English assistant teacher. And also hold summer camp for school.

-Foreign Assistant Teacher

I have worked at the Stanaway Language School for 2 months. My duty was tutoring English to ESOL student and assisting their homework.

-Language Tutor

I have worked as a Chinese Language Tutor for 1 year. I was tutor to teach Korean students and assisting homework.

-Volunteer Supervisor

I have worked as a volunteer worker in Wheat School (New Creation Centre) for 3 years and 4 months. I helped disable people with activities every Saturday.

-Babysitter

I have worked as a baby sitter for 1 year. My main job was helping homework, reading books and play with them.

SUMMARY OF SKLLS

*Excellent communication skills (English and Korean)

*Ability to relate to a variety of people across all levels

*Customer assistance

*Phone Call inquires

*Coaching Skill

* Multi-Lingual: English and Korean

* Excellent usage of Excel

Reference

Available upon request