GRACE KOO   
서울 용산구 한강로1가

대우월드마크타워 102동 1203호

010 2063 6239 H

010 4196 6239 W

EDUCATION

BA., Business Administration Major, University of Maryland University College,Graduation: March ‘11

Transfer, Pharm.D. Saint John’s University, Aug ‘05-Dec ‘07

EXPERIENCE

Jun '10 – Jul ‘10 20 Hours per week for 5 weeks, Taught at summer English camp at Cheongpa Middle School in Cheongpa dong, Yongsan gu

* Prepared material for vocabulary study and made workbook for students 3rd to 7th grade
* Chaperoned field trips to National Museum of Korea in Yongsan
* Administered lunch and snack chores to students

Oct ’09 – Present 6 Hours per week, Social Studies and Writing Tutor, Private residence, Daniel Loufty, 010-9101-9701

* Works with middle school student in improving his knowledge of global history and writing structure
* Aided in several web-enhanced projects and presentations
* Student attends Seoul Foreign School and improved Social Studies grade from 2.9 to 3.4

Aug ’09 – Present 4 Hours per week, English Tutoring, Private residence,

Lee Brian, 010-3732-7415

* Works with elementary school student to improve grammar, vocabulary, and supplementary conversational English
* Aided in student’s public school English contest and projects

Nov ’08 – Present 10 Hours per week, Baby-sitting and Tutoring, Private residence,

Jenni Park 010-9191-6239

* Pick up children from school bus stop
* Arranged snacks
* provide homework help and tutor English to two children age 6 and 8

Dec ’07 – May’08 30 Hours per week, ARAN Kindergarten, English Teach, 15,000 Won PH, Seoul City Gangnam Gu Apgujeong Dong Hyundai Apt Complex, 02-3442-0071

* Prepared English and Art/Crafts curriculum for two classes
* Coordinated field trips, oversaw students in outdoor activities
* Taught basic life skills such as toilet training, eating on their own, and tidiness, and working with others
* Overall gained experience in early childhood care.

SPECIALIZED TRAINING

CPR Certified 23/07/08

LICENSES/CERTIFICATES OTHER INFORMATION

Fluent in Korean

Four years of child care and teaching experience