

# Greg Taylor resume

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Redfern, NSW 2016  
Australia  
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Email: [greg.j.t@gmail.com](mailto:greg.j.t@gmail.com)  
Australian citizen  
Age: 36  
Marital status: single

## OBJECTIVE

Motivated and reliable professional seeking a career change to teach English. Travelling to the Republic of Korea in April 2010 for 3 weeks confirmed a long held desire to teach English abroad. Having travelled extensively in Europe and Asia, I found Seoul to be a vibrant city with the best of both eastern and western culture. The opportunity to work there doing something I have long had an interest in is how I see the next stage of my career.

## EDUCATION

1992-1994 Bachelor of Arts, University of Sydney  
English (major)  
*75% aggregate, Distinction average*

1986-1991 Higher School Certificate, Blue Mountains Grammar School  
*TER: 91.85*

2003 Copywriting Certificate, University of Technology (Sydney)  
*Credit*

2002 Course in Literacy Volunteer Tutoring, Randwick TAFE  
*Pass (ungraded)*

2000 Proofing and Editing Workshop, PICS

## QUALIFICATIONS

I am a passionate, enthusiastic and dedicated worker. English language skills, interpersonal skills, and the ability to make decisions and solve problems, together with a strong work ethic, have enabled me to grow into new positions and thrive on change.

## JOB RELATED EXPERIENCES

Since 2002 I have had an interest in teaching English as a second language, undertaking a course to teach English to adult migrants in the Australian community. Upon successful completion of this course I volunteered a number of hours in the community tutoring adult migrants in English literacy. I have also assisted co-workers from non-English speaking backgrounds in my current workplace completing further studies by proofreading and helping them edit assignments.

## WORK EXPERIENCE

2004-2010 Product Manager (DVD and Music categories), Doubleday Australia  
1997-2004 Copywriter, Doubleday Australia  
1994-1997 Freelance Writer, various assignments  
1994 Work Experience, Sydney Morning Herald

## **PROFESSIONAL SKILLS**

### **Strong English, writing, editing and presentation skills**

- Engaged directly with adult migrants in the Australian community assisting them to achieve literacy in the English language
- Wrote, proofread and edited for over 10 years
- Delivered presentations
- Negotiated with external suppliers in my role as Product Manager for the previous 6 years
- High academic grades in English major (Bachelor of Arts)

### **Excellent organisational skills**

Working to regular schedules and deadlines across a number of areas of responsibility, I have developed excellent time management and project planning skills.

### **Interpersonal skills**

- Successfully applied skills acquired in a Literacy Volunteer Tutoring to teaching adult migrants in the Australian community
- Build and maintain relationships with a range of people from different backgrounds
- Deliver presentations to different audiences on a variety of topics and projects
- Worked with a number of company departments to achieve results on time and on budget
- Patient, compassionate and positive approach to all situations

### **Computer skills**

- Competent in all main programs on Windows and Mac platforms: Word, Excel, Outlook, Powerpoint, database systems
- Ability to learn specialised programs and new applications