

CURRICULUM VITAE

Julie Bondzich 123-60-6265

JULIE BONDZICH

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Personal Details

Date of Birth: July 23, 1970
Citizenship: USA
Marital Status: Single
Health: Very Good to Excellent

Volunteer Experience

08/2006- Self-Initiated Worldwide

10/2009 Mentor

- Voluntarily mentor 8 teenage students (listen/communicate at their level without being judgmental, offer sound advice)
- Done via telephone, internet, or in person at local library or café

1984- JN Adam Developmental Center Perrysburg NY

1988

- Volunteer Assistant with severe mentally handicapped adults.
 - All required assistance with everyday living skills
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Education

11/2008 Oxford Seminars Los Angeles, CA

- TESOL Certification course

10/2008 Beford University, TX

- BA, Business Administration

1/1996 Chautauqua County Sheriff's Academy Jamestown, NY

- Certification in NYS Basic Police Training (expired 1/1998)

5/1995 Jamestown Community College Jamestown, NY

- Associate Degree in Applied Science - Police Sciences
- Dean's list for the last 3 semesters of college

6/1988 Gowanda Central School, Gowanda NY

- National Honor Society
- NYS Regents Diploma with honors

Work Experience

1. Reading Town English Academy (03/01/2011 - Present) - English Teacher

Seoul, Geumcheongu, Siheungdong, Republic of Korea

Supervisor: Mr. Jeong

Duties

- Teaching English as a second language to Korean students ages 4 through 14.
- Preparation of printed material to use booklets during class.
- Working together with a Korean teacher to help plan lessons and monthly schedule.
- Educating the children and co-workers on US traditions, holidays, and culture and provide activities to facilitate learning.
- Teaching using the guidelines of the school is required.
- Administrative work for reporting results of student's achievement results.
- Interactive counseling with parents on student's study plan
- Researched further study material to enhance quality of education
- Administering, planning and organizing children focused language programs that combined physical activities with English learning.
- Administrative work of monthly student's report to parents and feedback of study programs
- Holding quarterly meetings with parents and teachers to reflect on the institution's education program and receiving feedbacks from parents of education results.

2. MeiHome Academy (02/23/2010 – 02/23/2011) - English Teacher

Cheonan City, Chungcheongnamdo, Republic of Korea

NOTE: SCHOOL HAS BEEN SOLD TO NEW OWNER

Duties

- Teaching English as a second language to young Korean students ages 4 through 10.
- Help students develop physically, socially, and emotionally, work with them on how to speak, read, and write, as well as comprehend spoken English.
- Administering, planning and organizing children focused language programs that combined physical activities with English learning.
- Educating the children and co-workers on US traditions, holidays, and culture and provide activities to facilitate learning.
- Plan and/or assist in activities developed in accordance with the specific ages and needs of the children.
- Supervise snack time, helping children learn how to eat properly and clean up after themselves. Teach proper hygiene skills. Such as hand washing before meals and brushing teeth after meals.
- Other activities include storytelling, music, arts & crafts projects.
- Provide for students education and personal care in keeping them safe and healthy in the institution or during activities outside of the institution..
- Interactive counseling with parents on student's study plan
- Researched further study material to enhance quality of education
- Out-class activities for educational purposes such as visiting English Town in Youngin, Kyonggi-do, South Korea, Seoul Grand Park, and Independence Hall.

3. OHA English Academy (05/01/2009 - 02/23/2010) - ESL Teacher

Cheonan City, Chungcheongnamdo, Republic of Korea

Supervisor: Mr. Il Suk Lee – 0415534257

Duties

- Teaching English as a second language to adults ages 18 and above to improve reading, writing, speaking skills in a classroom setting.
- Planned, prepared, and delivered lessons and additional teaching and study materials based

upon units of books that were predetermined by the academy.

- Help students develop physically, socially, and emotionally, work with them on how to speak, read, and write, as well as comprehend spoken English.
- Educating the students and co-workers on US traditions, holidays, and culture and provide activities to facilitate learning.

4. M&T Bank Corporation, 626 Commerce Drive (04/09/2008 - 03/31/2009) - Print Distribution Operations

Amherst, New York, United States

Supervisor: Robert Mangold - 7166256835;

Duties

- Search and print sensitive documents for bank branches and their customers for 5 US states
- Job details include but not limited to working with computer & large Xerox mass printing equipment, taking phone orders for documentation printing.
- Re-issuing checks or distributing checks for payroll or governmental entities.
- Job required one to work independently with little or no supervision
- Operate high speed Mainframe Data Center printers and peripheral equipment associated with the printing of Bank reports and Customer Statements.
- Provides customer service to all departments in the bank by printing and distributing their output requirements
- Ensures top quality output is being produced, especially statements and checks going to outside bank customers
- Performs report reprints as required via the Report Distribution system
- Follow and adhere to institutions rules and procedures for all work activity.
- Stock forms and move printed material to mail processing department requiring bending, stooping, and lifting boxes up 40 lbs.

5. Avon Products Inc (05/01/2000 - 04/01/2009) - Independent Sales Representative

Gowanda, New York, United States

Supervisor: self employed

Duties

- Maintain and order brochures and samples for new and current customers.
- Purchase and demonstrate to customers new products in Avon to encourage purchases.
- Promote sales with rewards for frequent buyers or high dollar purchases.
- Photograph and create online advertisement to promote online sales, increasing monthly sales of products to international customers.
- Take survey from customers regarding overall satisfaction with product and service received.
- Budgeting service expenses for promotion and customer pool investigations
- Budgeting and educating staff training program on customer promotions
- Recording and evaluating statistical output data for further budgeting
- Advertised my services through printed advertisements in local paper, flyers on local bulletin boards, and home delivery of brochure to potential customers.
- Develop independent purchase incentives to increase sales quantity and gain new customers.
- Home office cash accounting system for income and expenses.
- Home office client portfolios for products purchased and upcoming events for future sales.

6. Mom's Cleanouts (01/20/2004 - 01/01/2008) - Owner/Operator

Gowanda, New York United States

Supervisor: Julie Bondzich - 01056064333; Contact: Yes

Duties

- Contacting and acquiring banks and real estate brokers to use my services on properties that would be placed back into the market for sale.
- Establishing business contacts for supplies and/or services to improve the quality of work performed within the company.

- **Property preservation services** - rekeying homes and securing them to prevent unauthorized access to property, repairing or temporary fix problems such as a broken window, broken doors, damaged plumbing, winterizing plumbing system to prevent damage from freezing temperatures, pump out flooded basements, scrub down of walls, beams, ceilings from black mold, remove and dispose of debris and hazardous materials left on the premises, lawn maintenance, snow removal, bi-monthly inspections, photographing all aspects of the home for damages, repairs made, new damages discovered during inspections, and photos for online display to potential buyers.
 - **Skip Trace Search** - working for credit agencies that need contact with delinquent debtors on loans. Required frequent driving with map skills, customer service skills in dealing with unhappy debtors, creating the communication link with debtor and the creditor by phone and documenting conversation as I heard it, photograph vehicle or item that is deemed collateral on the loan. Payments received by debtors were promptly forwarded to the creditor.
 - **DRAW Inspection Services** - New home construction inspections that if completed the builder receives more money from bank to continue construction. Inspection of all areas of home (foundation, plumbing, electrical, counters, flooring, lighting, etc), photographs to support inspection results, and delivery of checks to contractors. Checks were high dollar value normally exceeding \$250,000 each.
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Hobbies and Interests

- Baseball – Little League for 4 years. (ages 8-13)
 - Little League All-Starts – First girl in Western New York, Southern Tier Region to make the team.
 - Softball – Summer recreation program for 3 years and High School team for 3 years
 - Track & Field – for 1 high school season
 - Volleyball – 2 high school seasons
 - Aerobics – currently once a week through video use
 - Weight Training – currently only once a week due to work schedule
 - Other activities: Swimming, hiking, bicycle riding for pleasure (not racing), roller skating, dancing
 - Major strengths: tries to search variety of sports and if possible, develop effective methods to teach other people (both practical and theoretical approaches)
 - Arts & Crafts done independently or through use of prepared kits
 - Dancing and singing
 - Musical instruments that have been learned: clarinet, saxophone, piano, organ, mandolin
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Additional Information

(training, licenses, certifications, awards, etc.)

- Avon High Sales Award - 2007, 2008
- Avon Honor Society 2008 for sales exceeding \$24000
- Avon President Clubs Member 2001-2007 for sales exceeding \$12000
- NYS Certification in Basic Police Training (exp 1/1998)
- NYS Real Estate Agent (exp 2008)
- First Responder Certification (exp 1999)
- NYS Pistol Permit (issued 1996)
- NYS Regents Diploma with Honors (issued 1988)
- Area All State Band – clarinet (1983, 1984)
- All County Band – clarinet (1982, 1983, 1984, 1985)
- Area All State Chorus (1983)
- Little League Baseball – All Star Team – first girl to make the team (1982)
- Junior Bowling League – (1981) Trophy for beginners high score of 181