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**KAILEE OLSON**

54-3 SSangyong Platinum Officetel, #1607

Bupyeong-gu, Bupyeong-dong, Incheon, 403-818, South Korea

**Personal** Birth USA / 1990

**Details** Citizenship American

English Ability Native Speaker

Marital Status Single

Health Excellent

**Education TESOL/TESL/TEFL Certification (100 Hours)**

Oxford Seminars *Irvine, USA*

March 2014

**Bachelor's Degree - Bachelor of Sociology**

**Major: Sociology**

**Minor: Women's Studies**

Vanguard University of Southern California *Costa Mesa, USA*

August 2008 - May 2012

**Semester abroad:** Italian Language, History of Italian Fashion, History of the Italian Mafia,

Women in Italian Society

AIFS Richmond in Florence *Florence, Italy*

January 2011 - May 2011

**Work Teacher History**

Puk Incheon SLP *Incheon, South Korea*

May 2014 - Present

• Educated nine seven-year-old students in the subjects of language, phonics, literature, art,

music, and positive behavior.

• Managed six after school English Language classes for elementary aged children ranging from

eight to twelve years old.

**Case Manager**

Seneca Family of Agencies *Tustin, USA*

June 2012 - Present

• Processed confidential mental health documents for 75 clients.

• Explained important policies and procedures to clients and mental health therapists

• Managed filing, mail, data entry, phones, walk-ins, and appointments

**Financial Aid Representative**

Vanguard University of Southern California *Costa Mesa, USA*

September 2008 - June 2012

• Processed confidential financial aid documents using Datatel User Interface

• Handled sensitive situations with students and parents regarding financial aid processes

• Managed filing, mail, data entry, phones, walk-ins, and appointments

**Sales Associate**

Volcom/Hollister Co *Tulare, USA*

April 2007 - August 2008

• Managed inventory, completed store merchandising projects, provided customer service to

shoppers

• Operated cash register in order to facilitate transactions with customers

• Maintained store organization and cleanliness including stock room, dressing rooms, cash wrap,

and sales floor

**Volunteer Crisis Hotline Advocate**

**Experience** Human Options *Irvine, USA*

July 2013 - Present

• Operated phone lines, filtered calls based on relevancy, directed callers to the necessary

service providers

• Provided emotional support to victims of domestic violence and their children

**Secretary/Treasurer**

Live2Free *Costa Mesa, USA*

October 2008 - May 2012

• Recruited and trained high school and college students to conduct presentations on human

trafficking

• Held weekly meetings to discuss progress, goals, and achievements

**English Tutor**

AIFS *Florence, Italy*

January 2011 - May 2011

• Assisted high school students with English assignments

• Prepared English grammar lessons for high school students

**Peer Mentor**

Vanguard University *Costa Mesa, USA*

April 2010 - December 2010

• Mentored a small group of college freshman

• Assisted with school studies, organized fun events, provided emotional support

**Team Member**

Homes of Hope *Suva, Fiji*

June 2010 - July 2010

• Provided childcare for toddlers of single mothers

• Tutored elementary school students in English, math, and art.

• Facilitated physical education activities for elementary school students

**Childcare Volunteer**

Visalia Rescue Mission *Visalia, USA*

May 2009 - September 2009

• Provided childcare for preschool and elementary aged children

• Coordinated crafts and activities for children ages 3 to 12.

**Team Member**

International Youth Initiative *Santo Domingo/Santiago,*

*Dominican Republic*

May 2009 - June 2009

• Conducted events, activities, and mixers for at-risk teenagers

• Organized Vacation Bible School for five churches which included lessons, crafts, games,

music, skits, and snacks

**Coach**

AYSO *Visalia, USA*

August 2006 - March 2007

• Coached a team of girls' under 10 in soccer

• Organized team bonding activities outside of training, including pizza parties and bowling nights

**Additional Skills /** Languages: Spanish (Intermediate), Italian (Beginner)

**Experiences** Travel: Korea, Vietnam, Thailand, Malaysia, Italy, England, France,

Germany, The Czech Republic, The Netherlands, Greece, Spain, Fiji,

the Dominican Republic, Mexico

Overseas Residences: Korea, Italy

Interests: Hiking, reading, concerts, meeting new people, learning, trying new

things, traveling

Skills: Organization, multi-tasking, communicating, intermediate computer

skills, flexibility, discipline

**References** Available upon request