# Career Objectives

# Seeking a English Teaching role in South Korea, at a school or college organisation which will utilise and further develop my knowledge and skills gathered from experience in tutoring students as well as Educational studies in University. I hold a bachelor degree with major studies in History and a minor in Education from the University of Sydney.

***Core Competencies include:***

|  |  |
| --- | --- |
| * *Ability to work under pressure*
 | * *Relationship management*
 |
| * *Communication*
 | * *Ability to work unsupervised*
 |
| * *Interpersonal*
 | * *Ability to meet deadlines*
 |
| * *Time Management*
 | * *Creative, problem solver*
 |

|  |
| --- |
| Education**Postgraduate Education** |
| **Institution:**  | University of Sydney |
| **Qualifications:**  | Masters of Education |
| **Completion:** | Pending |
| **Tertiary Education**  |
| **Institution:**  | University of Sydney |
| **Qualifications:**  | Bachelor of Arts, Majors in Human Resources Management & Industrial relations, HistoryMinor in Education |
| **Completion:** | 2009 |
| **Other Qualifications**  |
| **Institution:**  | ITTT |
| **Qualifications:**  | TESOL |
| **Completion:** | June 2010 |
| **Higher School Education** |
| *Institution:*  | St George Girls Selective High School  |
| *Qualifications:*  | NSW Higher School Certificate |
| *Completion:* | 2004 |

|  |
| --- |
| Skills |

|  |
| --- |
| **Language Summary** |
| English | Fluent (Written, spoken) |
| Korean | Fluent (Written, spoken) |
| **Computer Skills** |
| Word | Advanced |
| Excel | Intermediate |
| PowerPoint | Intermediate |
| Outlook | Intermediate |

achievements, Activities & qualifications

|  |
| --- |
| **Other Achievements** |
| 1st in NSW for HSC Continuers Korean |
| Completed Grade 8 in AMEB Piano |
| Registered Music Teacher for the Australian Music Examinations Board |

|  |
| --- |
| **Interests / Activities** |
| University Union Group Committee (2005); My roles included organising group events such as camps and mentoring new university students |
| Teaching children from Age 8 to 16 Piano (2003 until current)Tutoring primary and high school students English (2005 until current) |

|  |
| --- |
| Employment History |

**Private Piano Teacher**

**January 2005 – Current**

Teaching students in Kindegarten-Year 11 piano and preparing them for school music examinations as well as Australian Music Examinations Board examinations.

**Key Responsibilities:**

* Weekly one hour lessons with Student
* Preparation of weekly lessons
* Progress updates and consultations for parents
* Yearly music recital for students and parents

**Select Achievements:**

* All 14 students passed AMEB examinations with a grade of B+ or higher every year
* Yearly music recital for students and their parents

**English Tutor/Teacher (Private and Full time with company Matrix Education)**

**January 2005 – Current**

Teaching English to students in Kindegarten-Year 12. The level of English taught varied from ESL, HSC English and Colloquial English.

**Key Responsibilities:**

* Weekly one hour lessons with Student
* Preparation of weekly lessons
* Progress updates and consultations for parents

**Select Achievements:**

* Students’ school results increased
* Building rapport with students’ parents, as well as providing a bridge between students and their parents

**Customer Service Team Leader**

December 2010 - Current

**Matrix Education Pty Limited –** [www.matrixeducation.com.au](http://www.matrixeducation.com.au)

Small organisation of approximately 90 employees that specialises in after school HSC tuition for students from years 7 to 12 – known for its inspirational teachers, great learning environment, and proven results, Matrix Education has approximately 1000 students across 2 campuses located at Chatswood & Strathfield.

**Summary of Role:**

Reporting to the Service Manager, the role was responsible for overlooking the day to day customer service activities by managing frontline staff. The role also included Project work, documentation of policies and processes, as well as a heavy concentration in consulting and providing advisory services to students and their parents.

**Key Responsibilities:**

* Projects and support for Service Manager
* Team management: training, coaching, feedback, allocation of work
* Conduct student/parent surveys
* Liaising with other business units for students/parents
* Process improvement and documentation
* Policy documentation

**Select Achievements:**

* Building strong relationships with students and their parents
* Setting up of Service operations for the new second office
* Documentation of key service processes and policies
* Simplification of day-to-day processes

**HR Officer**

April 2008 –April 2009

**Matrix Education Pty Limited –** [www.matrixeducation.com.au](http://www.matrixeducation.com.au)

Small organisation of approximately 90 employees that specialises in after school HSC tuition for students from years 7 to 12 – known for its inspirational teachers, great learning environment, and proven results. Matrix Education has approximately 1000 students across 2 campuses located at Chatswood & Strathfield.

**Summary of Role:**

Reporting to the General Manager, the role entailed the administration of the day-to-day operations of the human resources functions and duties.

**Key Responsibilities:**

* General administrative tasks:
* Processing of correspondence, filing, faxing, and photocopying
* Recording performance objectives and monitoring progress toward attainment of departmental goals and objectives
* Assisting with the day-to-day efficient operation of the HR functions:
* Maintenance and implementation of human resource policies and procedures to ensure they are up to date. Provide timely assistance to staff members in relation to the application of relevant policies and procedures
* Maintenance of HR records, registers and files and compliance related issues in accordance with legislative requirements
* Participation in specific project teams within Matrix and providing general assistance on a range of human resource issues, functions and initiatives
* Organisational and employee development:
* Recommendation of training needs through the use of assessments, surveys, and feedback forms to recommend to the Managing Director
* Recruitment and retention activities, including advertising of vacant positions, updating position descriptions, and undertaking initial interviews
* Conducting orientation and induction programs for new employees
* Organisational consulting – consulting with all business units, and individual employees on organisational performance issues, diagnose problems, conduct assessments, evaluate options, and recommend strategies
* Conducting research on employment trends, human resource planning strategies, etc. and recommend courses of action for future planning

**Select Achievements:**

* Creation of Induction processes for all positions within the organisation
* Creation and management of Human Resources Intranet Site
* Documentation of key Human Resources Processes such as recruitment, remuneration, exiting employees
* Organisation and hosting of 2007 and 2008 Christmas Party
* Speeches by General Manager and senior managers
* Trivia & Awards
* Fun Auction – money raised donated to Westmead Children’s Hospital
* ***References are available upon request***