

Lisa M Anderson

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"... extremely hard-working and responsible eager to offer her assistance in any way possible she is extremely capable of working under pressure in a face paced environment. Lisa will be a valuable asset to any company or organization that she may join."

Nancy Stellmann

Manager

Scandinavian Airlines NA

Professional Objective

To obtain a position with an energizing and reputable organization. In doing so, I hope to gain the opportunity to explore differing views and cultures as well as share my own culture and language with interested students.

Education

Bachelor of Arts; Major History and Norwegian

St. Olaf College, Northfield, MN 1996

Certificate of Norwegian Literature and Scandinavian Studies

University of Oslo International Summer School 1996

Certificate of Early Childhood Development

Jaeren Folkehogskole Kleppe, Norway Academic year 1994

Key Qualifications

- Experienced ESL Educator
- Ability to independently manage a full classroom of young students.
- Ability to work quickly under time constraints.
- Excellent working knowledge of Microsoft Office Suite, SharePoint and Excel

Related Employment History

Heonson Middle School Wonsam, S. Korea Sept. 2009 - Present

- Developing and teaching educational and entertaining conversational English lessons for middle school classes, levels 1 through 3.
- Instructing student in phonics, pronunciation and English speaking cultures.
- Developing and teaching educational and entertaining extracurricular, winter and summer camp programs for middle school classes, levels 1 through 3.
- Writing and implementing mid-term and final exams.
- Evaluating student progress and providing positive and prompt feedback.

Kleppelund Barnehagen Kleppe, Norway Jan-Aug 1995

- Nursery School Teacher ages 2-5
- Basic language/developmental skills in English and Norwegian

Related Volunteer History

Ponheary Ly Foundation Siem Reap, Cambodia Feb. 2008 - Present

- Developed and taught educational and entertaining conversational English lessons for levels K through 6.
- Instructed student in phonics, pronunciation and English speaking cultures.
- Evaluated student progress and provided positive and prompt feedback.

Other Employment History

Scandinavian Airlines Lyndhurst, NJ Oct. 1998 – Aug. 2009

- Issued/reissued direct customer, travel agent and dot.com tickets.
- Balanced and closed daily and monthly sales reports.
- Assisted in establishing departmental priorities.
- Trained new employees in department procedures.
- Illustrated excellent customer service; the planning and booking of flights and hotels and successfully managing clients issues and complaints.

