

Matthew Catlin

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**OBJECTIVE** Seeking a position Teaching English as a foreign language in South Korea

**EDUCATION Bachelor of Science, Business Administration** 2012

 Emphasis in Management and Human Resource Management

 Columbia College, Columbia, MO

**CERTIFICATION** ITTT120 hour TEFL Certificate2013

**DOCUMENTS**

**ON HAND** Original copy of degree with apostle

Federal background check, with apostle

Multiple copies of sealed transcripts

 Letters of recommendation

 TEFL certification 120 hour

 F-4 visa

## WORK

**EXPERIENCE Jantec Inc. Manager** 2009-2013

Department of Public Works, Fort Leonard Wood, MO

* Instructed new employees in day to day operations.

 **U.S. Army Instructor** 2004-2008

Dongducheon, South Korea

* Trained U.S and Korean soldiers.
* Supervised training of U.S. and Korean personnel.
* Partnered with KATUSA soldiers at all times.
* Stationed in Korea for four years living off base.

 **Ivitt Labs**  2001-2002

Ivitt Labs, Seoul, South Korea

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* Provided conversational English to Ivitt Labs employees.
* Assisted in teaching at a winter business camp for elementary and grade school students hosted by Ivitt Labs.

**PERSONAL**

**INFORMATION** Place of Birth Seoul, South Korea

 Date of Birth 9 March 1982

 Country of Citizenship United States of America

 Native Language English

 Marital Status Married

**KOREAN**

**VISA**  F-4 Visa In hand