**Nam Sung Jae**

**PRESENT ADDRESS**

Chang chong dong 57-35

Seadaemon-Gu

Seoul, Korea (Republic of)

CP: (010) 8632-0170

teach2kor@hanmail.net

 **NATIONALITY:**

 **Korean - American**

**OBJECTIVE**

To obtain a English Teacher position that will enable me to utilize my strong organizational skills, educational background, and ability to work well with people.

**SKILL AND ABILITIES**

**Communication Skills**

* Established and improved client communications, maintained ongoing relationships.
* Addressed customer inquiries, interpreted and delivered information, proposed, provided guidance, indentified, investigated and negotiated conflicts.
* Conducted surveys and analyzed results.
* Excellent team player and have great communication skills.

**Business Administrative and Management Skills**

* Hired, trained, supervised and evaluated staff members.
* Led teams, chaired committees, initiated volunteer events and activities.
* Reviewed analyzed applications and documents, expedited materials.
* Achieved computer proficiency, knowledge of Microsoft Word, Excel and all internet functions.

**EXPERIENCE (in Korea)**

**Translator/ International Business relationship**

**KOMOR Enterprise Ltd. Jongno-Gu, Seoul**

July, 2008 – Present

**Head Teacher/Team leader**

**The Edutimes. Yeongdungpo-Gu, Seoul**

February, 2007 - July, 2008

* Plan activities that would stimulated growth in language, social and motor skills
* Provide children with individual attention.
* Communicated with parents on a regular basis.

**English Instructor/marketing**

**SES English, Apogujung, Seoul**

January, 2005 - February, 2007

* Implement curriculum plans.
* Maintain ongoing communication with parents regarding children’s activities, behavior, development and responded to all parents concerns as they arise.
* Maintain records and reports on each child.

**English tutor**

Taught English Grammar, Reading, Words, Dictation and Conversation to Elementary to Adults students.

**EXPERIENCE (in U.S.A)**

**Owner/ Director**

**Studio 11 , Portland, OR.**

August, 1999 - May, 2001

* Daily operations, managing a staff of 12 employees.
* Responsibilities including administrative, billing, personnel issues, policies and procedures, payroll and quarterly tax preparation and submission.

**General manager**

**Evergreen Restaurant Honolulu HI.**

June, 1994 – May, 1999

* Implement effective customer satisfaction strategies by identifying and eliminating the root causes of customer problems.
* Provide career management services to the local population with a focus on helping customers obtain employment.

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**EDUCATION**

**California State University Los Angles**

Graduated Dec , 1993

Business and Economics/Bachelors Degree

Grade Point Average /3,0

Earned 100% of tuition by working while carrying a full course load.

**Chehalis High school Chehalis, WA.**

Graduated May 30, 1986 /Diploma

**Airline Academe, Vancouver ,WA.**

Graduated May,1988

Airline industries Certification

**LANGUAGES:**

Fluency in Korean and English

References:

Available on request