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**Peter Oh**

**EDUCATION**

**Fordham University**, Gabelli School of Business Bronx, New York

Bachelor of Science in Business Administration, Primary Concentration in Finance Class of 2013

Major GPA: 3.73, Cumulative GPA: 3.32

**Yonsei University** Seoul, South Korea

Study abroad program including studies in International Trade Relations, September 2011 - June 2012

International Business Environment, Free Trade Agreements, and Entrepreneurial

Management

**RELEVANT EXPERIENCE**

**Concourse House** Bronx, New York

*Volunteer* September 2012 - December 2012

Tutored and mentored students who reside in a domestic violence shelter, providing guidance and

support to children under significant stress

Created lesson plans and directed after-school tutoring sessions for students

Educated schoolchildren, ages 4 - 11, through homework help, computer lessons, and literacy training

**Private Tutor for English** Seoul, South Korea

September 2011 - June 2012

Strengthened English conversational speaking, grammar, and writing skills of 4 Korean students

Worked with students in school subjects such as math, social studies, and science

**Middle School Tutor for Fordham University** Yonkers, New York

January 2010 - May 2010

Taught a group of 4 - 5 twice a week under the Fordham University after-school program

Oversaw completion of homework and other assignments, resulting in an overall improvement of

students’ grades

**Private Tutor** Old Tappan, New Jersey

September 2008 - June 2009

Tutored a 16-year-old every Monday - Thursday in English speaking, math, social studies, and science

**OTHER PROFESSIONAL EXPERIENCE**

**Grand Develop & Holding Corp. & Byoung P. Inc.** Bronx, New York

*Assistant Building Manager* September 2009 - Present

Analyze revenues and expenses and create financial statements for future lease agreements

Assist all tenants in resolving building maintenance issues such as fines, repairs, and payments, while

communicating with them on a regular basis

Transmit cash and lease agreements, ensuring that the landlord makes timely payments for such items

as real estate taxes and utility bills

Draft modifications of leases for new tenants while confirming no outstanding fines remain with

previous tenants

**Fordham University IT** Bronx, New York

*Resident Technology Consultant* September 2010 - May 2011

Interacted with fellow students on a daily basis, helping them configure their electronics and increase

overall knowledge of such devices by assisting with one-on-one technology tutoring

Increased efficiency of the Fordham Network within the university and dorm of 300 people by

conducting Internet wireless scans, allowing for a faster wireless network and less blank spots around

campus

**SKILLS, ACTIVITIE S , & INTERESTS**

**Languages:** Basic Conversational Korean

**Technical Skills:** Microsoft Word, Microsoft Powerpoint, Windows Software, Mac Software

**Interests:** Football, Basketball, Reading Novels, Current Events, Drums

Dear Hiring Manager,

I am a recent graduate at Fordham University’s Gabelli School of Business, and I am writing to apply for the English teaching position in South Korea. With work experience in teaching and strong interpersonal skills, I believe that I would be a strong candidate.

In years past, I have held several different tutoring positions. During my sophomore year of college, I tutored several middle school students from a middle school in Yonkers, New York. At this program, run by my university, each of us received four to five students, and we taught each student in subjects including English, math, social studies, and science. Additionally, in high school I educated two middle school students, where I aided them in their English literacy, focusing on writing, grammar, and conversational speaking. My best tutoring experiences, however, came from South Korea. I tutored a total of four students as a study abroad student. I taught three groups of middle school students and reinforced their conversational English. As a result of my tutoring, their skills in conversational speaking increased exponentially. They can now hold conversations more confidently and understand English sentences and phrases.

As a tutor for several years, I have developed more patience and discipline and have learned to adapt to different environments, temperaments, styles, and resources. Teaching children in elementary and middle school proved difficult at times, but it was truly a pleasure and great experience. I am confident that these experiences will help me be a great educator. As someone who is pursuing his first full-time teaching experience, I am very excited to teach in a classroom environment.

My resume is enclosed for your review, and I would be grateful for an opportunity to talk with you at your convenience and learn more about your program. Please feel free to contact me if you require any additional materials. Thank you for your kind consideration of my application.

                                                                                     Sincerely,

 Peter Oh

Enclosure