

# Matthew Bell: Curriculum Vitae

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## PROFILE

- Very easy going, friendly, people oriented person
- Capable of adapting to a wide range of environments
- Proven leadership skills
- Experienced in performance monitoring and issuing of feedback
- Open minded and willing to approach situations in different ways
- Very well spoken and polite
- Passionate about travelling and new experiences

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## EDUCATION

*Griffith University - Brisbane, QLD*

**Bachelor of Education (Secondary Education)**

**2005 - 2008**

Majoring in English and History

*Iona College - Brisbane, QLD*

**Senior Certificate**

**2003**

Subjects studied: Mathematics A, English, Art, Computer Studies, Sociology, Business Organization and Management, Religion

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## SCHOOL TEACHING/EXPERIENCE

*Native English Teacher / TOPIA English Zone – Junggye-Dong, Seoul.*

**2010 - Present**

**Classes taught:**

- Mastery Level (fourth - sixth grade)
- Elementary students (second – sixth grade)
- Phonics through to high level reading.

**Extra curricula/additional involvement:**

Microteaching demonstration class, grading of mastery level entrance exams, online "Active Class, Active Learner" promotion participant (currently third place rank in elementary division – 초등부 고학년).

**Length:** One year concluding August 31, 2011.

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*Professional Practice in Teaching (student teacher)*

**2007 - 2008**

*Capalaba State College, Woodridge State High School, Redlands College*

**Classes taught:**

- English Communication (senior, year eleven)
- English (senior through to year eight – all levels)
- SOSE/Social Studies (year eight and nine)
- Modern History (senior)

**Extra curricula/additional involvement:**

Maori Pride Kapa Haka Group, School Wide Positive Behaviour Committee, Curriculum meetings, "Making Places" project, Work Placement programs, Open Boys Hockey coaching, Responsible Thinking Classroom (RTC) assistant, involvement in student counselling and individualized student program development and implementation for troubled students.

Supervising Teacher: Mrs. Lisa Corrigan, Miss Casey Thomson, Mrs Hillary O'Reilly, Ms. Lisa Smiley and others.

Length: three five week blocks with lead in days plus an additional twenty days of wider experience.

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## WORK EXPERIENCE

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*Cornucopia Fundraising*

**April 2009 – August  
2011**

**Call Centre Team Leader**

- Manage a team of 9+ staff
- Reach predetermined KPIs and targets
- Ongoing training of staff in all aspects of the business
- Maintain relationship with charity clients
- Responsible for rostering and recruitment
- Compile reports for clients and staff
- Constant implementation of new processes to improve efficiency
- Involved in company strategic planning for 2009/2010
- Involved in Leadership Development Program
- Senior first aid officer
- Junior fire warden

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*Cornucopia Fundraising*

**July 2008 – April 2009**

**Call Centre and Data Entry Operator**

- Made welcome calls to new supporters of major charities
- Hit predetermined calling KPIs
- Bank reject and research calling
- Data entry of pledge forms

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*BCF Australia/Campmart*

**2003 – July 2008**

**Retail Sales Assistant/Assistant Manager**

- Customer service
- Complaint handling
- Use of POS system
- Cash handling
- Training of staff (new and ongoing)
- Opening and closing of store
- Stock delivery and back dock receipting of goods
- Filling of LPG bottles

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## CERTIFICATIONS

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*Copies available upon request.*

- Bachelor of Education (Secondary – English & History)
- Senior First Aid Certificate
- Blue Card Holder (permit for working with children)
- Membership with the Queensland College of Teachers
- Intermediate Microsoft Excel
- Certificate I & II in Information Technology
- Fire Warden Training

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## REFEREES

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Miss Jeni Sutton – Teacher Year Seven/Kapa Haka Co-Coordinator – Capalaba State College

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Mrs. Lisa Corrigan – Senior Teacher/Care Support Coordinator – Capalaba State College

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