Sharon Lee

Citizenship: USA

Education

University of Maryland, College Park -- Bachelors of Science in International Business– [ September 2004 - November 2008 ]

College Park, Maryland, USA

**Other Certificates Earned**

* Certificate in Teaching English as a Foreign Language (TEFL) through ITTT online – January 2011
* Promethean Kappa Tau Freshman Honor Society – May 2004

Experience

TYLC (TCIS Young Learner’s Center) – Homeroom Teacher

Mannyeon, Daejeon, South Korea

February 2015 – Current

* Taught the oldest class in our kindergarten (7 years 3rd year class)
* Prepared lessons and projects appropriate for advance levels of English according to each theme.
* Typed daily lesson plans, weekly lesson plans, and flash cards every week.
* Managed classroom needs such as attending to any problem that a child may have, and discipline.

Gasuwon Elementary School (가수원초등학교) – EPIK English Teacher

Gasuwon, Daejeon, South Korea

February 2012 – February 2015

* Taught third, fourth, fifth and sixth grade students’ English conversation.
* Worked with other Korean native English teachers in lesson creation, implementation, and development.
* Responsible for teaching elementary school Korean English teachers to improve their English abilities. Concentration was focused on speaking, listening, and writing skills.
* Created a system of ‘Phonics’ to be used by students to assist them in early reading developments.
* Other responsibilities included editing student’s essays for competitions, advising and editing lesson plans, summer and winter camps, and assisting with English related programs

Muju Jungang Elementary School (무주중앙초등학교) – TaLK Scholar

Muju, Jeollabuk-do, South Korea

February 2010 – February 2011

* Taught students in the first to sixth grade on basic English Conversation.
* Prepared daily lesson plans for students to engage in speaking, listening, reading and writing.
* Responsible for creating activities appropriate with all skill levels; focusing on grammar and writing.
* Conducted independent summer and winter camp, focusing on language utilization.

Other Experience

Capital One – Inbound Customer Service Representative

Laurel, Maryland, USA

March 2011 – February 2012

* Assist customers with account management and provide solution for any discrepancies.
* Provided bilingual services for incoming calls, and assisted with Project Managers in setting and maintaining monthly goals.

Chevy Chase Bank – Records Technician

Laurel, Maryland, USA

March 2009 – January 2010

* Prepared work that was sent from all branch locations within Chevy Chase Bank to be filmed and stored.
* Conducted research for the security department, and filed paperwork for any requested information.
* Faxed and filed data for branch activity as well as provide correction for any errors in branch work.

Commerce (TD) Bank – Teller

Laurel, Maryland, USA

June 2008 – March 2009

* Responsible for transactions for bank account holders including but not limited to deposits, withdrawals, replenishing the ATM, handle transactions of money orders or cashier’s check, and other minor teller duties.
* Conducted training program for new bank employees who came to shadow for closing orientation.

**First Command Financials – Internship**

Rockville, Maryland, USA

June 2007 – December 2008

* Prepare documents for client’s consultation including pulling old files and printing new needed documents to be signed.
* Contacted clients who needed to come in for a consultation in regards to making new decisions on their financial file.

**BB&T Bank – Senior Teller**

Germantown, Maryland, USA

April 2004 – August 2005

* Responsible for handling bank holder’s accounts including but not limited to deposits, withdrawals, payments, and other minor transactions.
* Oversaw other tellers, and signed off on work completion as well as settle drawers mid-day and at closing, as well as handling large clients account.

Miscellaneous Work Experience

**Bed, Bath and Beyond – Front End Cashier/Harmon’s Sales Specialist**

August 2004 – January 2010

**CVS Pharmacy – Shift Supervisor**

July 2008 – March 2009

**Victoria’s Secret – On Floor Sales Specialist**

June 2003 – August 2004

Skills

**Proficiency in Word, Excel, Powerpoint, and Publisher**

Language Skills

**English, Korean (advance)**