Caitlin Ashley Sullivan

OBJECTIVE

To work at an established Hagwon and show children that learning English is a fun experience!

EDUCATION

**California State University, Chico** May 2007

Bachelor of Science in Business Administration

Emphasis in Management, Minor in French

RELEVANT EXPERIENCE

**Teacher**

*LCI Kids Club Jamsil, Seoul, Korea* October 2009 – November 2010

* Directed new incoming faculty on cultural differences, student learning techniques, and communication barriers
* Planned and lead progress meetings for students and academy administrators
* Created presentations, lesson plans and portfolios for faculty and students
* Implemented dynamic English immersion systems utilizing personal hands on methods
* Balanced focus and customized education plans for students on different levels within each class
* Designed and implemented educational activities and games for children of all ages and levels

**Project Engineer**

*Performance Contracting, Inc. Sacramento, CA* July 2007 – July 2009

* Coordinated duties for multiple team members to ensure smooth transactions from start to finish
* Organized invoices and ran purchase order systemas well as collected, input, and analyzed data
* Documented all processes throughout project
* Served as a mediator between office staff and field crew during projects
* Worked with customers to ensure all pertinent items completed in timely manner
* Managed large jobs while working with a team of Estimators, GCs, Customers, Foremen, and Field Crew
* Handled New Hire Orientations, Job Packages, Value Engineering, Submittals, and General Safety Management

**Sales Team**

*CATS Fundraising Campaign Chico, CA* March 2007 – May 2007

* Established performance goals for all sales members, and monitored performance on a continual basis
* Maximized all opportunities to close a sale resulting for the success of the campaign
* Reviewed and ensured distribution of volunteer assignments

SKILLS

* Strong knowledge of all Microsoft Office Systems
* Experience in learning to master new systems quickly, juggling multiple tasks, and completing deadlines

INTERESTS

* Extensive travel to over 26 countries throughout Asia, Europe, North, Central, and South America
* Volunteer with Boys and Girls Club and San Juan School district as a tutor for special needs children
* Long distance running, completed California International Marathon, as well as multiple half marathons