

Terrene K. Conway

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Ambitious, communicative, and highly organized individual; seeking a valuable full-time ESL teaching position.

EDUCATION

- BSc. Human Kinetics, St. Francis Xavier University, Antigonish, N.S. (2005)

EMPLOYMENT HISTORY

Executive Assistant: Binnington Corp., Vancouver, B.C. (Jan 2008 – present)

- Research, preparation and writing of quarterly newsletters (Microsoft Publisher)
- Market research for potential clientèle and maintenance of client database (ACT & Sugar CRM).
- Management of Payable and Receivable accounts; balancing and maintenance of General Ledger (Simply Accounting and Microsoft Excel).
- Invoicing (Microsoft Access)

ESL Teacher: LCI Kids Club; Seoul, South Korea (Nov 2006 – Nov 2007)

- Instructing children, ages 5 – 13, various levels of reading, writing, listening and conversation
- Editing of essays and daily journals
- Bi-monthly student evaluations &/or telephone tutoring
- Daily, weekly and monthly lesson plans
- Examination formatting/preparation

ESL Teacher: SLP; Suwon, South Korea (Oct 2005 – Oct 2006)

- Instructing children, ages 5 – 13, various levels of reading, writing, listening and conversation
- Editing of essays and daily journals
- Bi-monthly student evaluations
- Daily, weekly and monthly lesson plans
- Examination formatting/preparation

Program Assistant: 'Healthy Heart Network' St. Francis Xavier University (Oct – Jan 2005)

- Promotion of cardiovascular health
- Data input of program participant information
- Communication with members of the community to encourage program participation

Fitness Trainer: Camp Wellspring; Lake Placid, New York (May – Sept 2004)

- Instruction of the fundamentals of health and fitness to females age 14 – 28
- Development of personal fitness programs
- Individual coaching and encouragement
- Monitoring and recording of client progress

*Recreational Therapy Assistant: Loch Lomond Villa; Saint John, N.B.
(May – Sept 2003)*

- Organization and implementation of a recreational therapy program for residents of the facility, including necessary adaptations for mentally and physically impaired individuals.

VOLUNTEER WORK

- *Hole Sponsor (assistant):* Investor's Group 'hole-in-one'; Northview Golf & Country Club (2008)
- *Promotion Representative:* Crocs Canada/ Telus World Ski & Snowboard Festival (2008)
- *ESL tutor:* Elementary school students; Seoul, Korea (2006-2007)
- *Referee:* St. Francis Xavier University, Intramural volleyball (2005)

SKILLS AND CERTIFICATIONS

- *Microsoft Office* proficient (Word, Excel, PowerPoint, Outlook, Access, Publisher)
- *Simply Accounting* competent
- New Brunswick Bilingual Certification (June 2000)

References available on request