**Diana Cao**  
  
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**Objective:**Seeking a position as a full time ESL teacher.

**Education:**

International TEFL/TESOL Teacher Training   
April 2012  
Training certificate 120 hours

General Bachelor of Arts in Sociology

2008– 2010   
Carleton University, Ottawa, Ontario

**Work Experience:**

**GEPIK- Gyeonggi English Program in Korea**  
May 2011-Present  
Position: English teacher  
Ansan, South Korea

· Managed the classrooms effectively including maintaining good student discipline;   
· Planned, prepared and delivered lessons to a range of classes and age groups;  
· Prepared and created tests, examinations papers and exercises;   
· Marked and provided appropriate feedback on oral and written work;

· Produced new materials, including audio and visual resources;   
· Organized social and cultural activities such as sports competitions, school parties, dinners and excursions;  
· Attended and contributed to teacher training sessions;

· Effectively communicated with students by articulating clearly, selective vocabulary;   
· Developed learning materials that supported the learning objectives and planned activities;   
· Helped to create and maintain a vibrant teaching atmosphere

**Hintonburg Community Centre**June 2010-August 2010Position: Camp Coordinator  
Ottawa, Ontario

· Prepared campers with life skills for success;

·Supervised 40 campers on a daily basis while managing other staff counselors   
· Ensured activity objectivities were consistent with organizational goals and mission;  
·Coordinated comprehensive schedules of day-to-day camp activities;  
· Demonstrated leadership skills to ensure conduct, safety, and development of members;

· Ensured all programs began and ended on time

**Hintonburg Community Centre**  
September 2008-January 2011  
Position: Special Needs Program Leader  
Ottawa, Ontario  
· Supervised up to 30 participants (kids, youth and adults) with various physical/mental disabilities at all times during the programs;

· Provided emotional support and encouragement to participants;

· Educated myself with the special needs, medical conditions, dietary concerns, and/or behavioral problems of the participants;

· Responsible for knowing, understanding, training and executing all program policies and emergency procedures associated with the program;

· Effectively addressed any parental concerns

**Disability Support Worker for Individuals with Special Needs**  
September 2009-January 2011

Ottawa, Ontario  
· Planned and organized activities that suited the needs of a 16 year old youth with autism;  
· Served as a role model by demonstrating responsible professional and ethical behavior;  
· Resolved conflict and potential crises as they arose;   
· Assisted camper with daily living skills;

· Lived in and helped to maintain a clean, safe and organized environment;

·Continuously monitored him to ensure that his needs were met;

· Had to be constantly vigilant for potential physical or mental health problems, particularly seizures, anxiety, depression, transient cognitive difficulties, fatigue, and medication side effects

**Hintonburg Community Centre**  
June 2008-August 2008  
Position: Summer Camp Counselor  
Ottawa, Ontario

· Maintained a safe environment for children ranging between the ages of 5 years old to 13 years old;

· Responsible for the care of up to 35 children daily  
· Helped to plan, organize, and coordinate activities with little or no supervision  
· Dealt with children and youth with behaviour problems such as anxiety, depression, ADHD, and autism

**Skills**

· Great communication skills that include but are not limited to; informing, presenting and writing;

· Experienced with several operating systems including Windows, Mac OSX Microsoft Word, and Microsoft Excel;

· Ability to work well in a team environment or alone with little to no supervision;

· Strong organizational skills: action planning, monitoring and analyzing.

**Extra Curricular Activities:**

Art (painting and drawing)

Carleton Intramural’s Co-Ed soccer team

Carleton Intramural’s Co-Ed dodge ball team

Reading

Music

Seoul Hiking Group (communication representative)

References available upon request