**MADELEINE CONNOR**

***23 YEARS OLD***

***FEMALE***

***AUSTRALIAN***

**TELEPHONE:** 098 4968818 (Thailand)

**EMAIL:** madeleine.connor@outlook.com

**SUMMARY:**

I am an Australian, English native speaker with a Bachelor degree (Majoring in Multimedia/Film/Digital Video), looking for work in Seoul, Korea. I am a friendly, hard worker with a love of travelling, foreign culture, and an outgoing personality.

I have successfully graduated a TEFL course recently, which also included practical teaching placement in a classroom environment. I have excellent English skills from my university education, and a five-year background in administration, marketing and digital media. With my experience and skills I believe I have the ability to be thoroughly efficient in an English teaching position.

My experience in my university study area is at an industry standard level - I am more than capable of creating and editing high quality digital content. I have advanced computer skills and a happy, to eager learn attitude. I also have experience with, and enjoy looking after children, and would have no problems acquiring a Blue Card (or Korean equivalent) if necessary.

Reference contacts from my previous occupation and my TEFL course are below (however more references (e.g. university staff) can be acquired on request). Please do not hesitate to ask for any more information.

**REFERENCES:**

**Thailand:** Robert Deegan, 086-733-4972 **(TEFL course instructor)**

**Australia:** Jacqui Stuart, 1300 781 960 **(General Manager at MRS PTY LTD)**

**QUALIFICATIONS:**

* **TEFL Certificate, 2014 (6 weeks)**

**PLC School & Training Centre Pattaya, Chonburi, Thailand**

* **Bachelor Degree, 2009 - 2012 (4 years)**

**Griffith University, Gold Coast**

Multimedia/Humanities Degree

Majoring in Digital Video & Film

**SOFTWARE KNOWLEDGE:**

* Final Cut Pro
* Logic Pro
* Salesforce
* JobScience
* Adobe Photoshop
* Adobe Premier Pro
* Adobe Flash
* Adobe Acrobat
* Adobe InDesign
* Adobe Illustrator
* Adobe Dreamweaver
* Microsoft Excel
* Microsoft Word
* Microsoft PowerPoint
* Microsoft Outlook
* Microsoft Visio
* Microsoft Sharepoint
* Audacity
* Google Docs
* DVD Studio Pro
* Celtx
* DropBox

**LANGUAGES**

* 8 years formal learning Japanese – level: intermediate

**EXPERIENCE:**

**Chonburi Nursing School, Pattaya, MAY 2014**

**6 fifty-minute lessons (Via PLC School & Training Centre Pattaya TEFL course placement)**

***English Teacher***

**DUTIES:**

* Teach students English language using a well prepared and delivered lesson
* Lessons include vocabulary and grammar, with visual stimuli to accommodate all types of learners

**Management Resource Solutions PTY LTD (MRS Limited), MARCH 2014**

**Oil & Gas, Coal Mining Industry Project Management and Contract Personnel**

***Administration Assistant trainer***

**DUTIES:**

* For the successful handover of my job and duties to my selected replacement, I worked extensively with the new worker to train them.
* Introducing and teaching them: systems, daily tasks and duties involved in an office environment and specific to the MRS business

**Management Resource Solutions PTY LTD (MRS Limited), JANUARY 2013 – MARCH 2014**

**Oil & Gas, Coal Mining Industry Project Management and Contract Personnel**

***QA Assistant***

**DUTIES:**

* Quality Assurance
* General office administration and upkeep
* Procurement
* Filing
* Telecommunications
* Online administration
* Travel organisation
* P.A to CEO and GM
* Recruitment
* Contracts and database updates
* Social Media, Digital Media and Print media
* Print and digital media design
* I.T & in house multimedia
* Client and contractors liaison

**Coles Australia, January 2010 – June 2012**

***Customer Service Trainer***

**DUTIES:**

* Quality Assurance
* Teaching new staff efficient and correct customer liaison
* Teaching new staff how to use an array of machinery and software
* Teaching new staff transaction and money handling skills