**Hillary Marchman**

**Email:** hillarymarchman@gmail.com ◼ **Skype ID**: hillary.marchman ◼ **Phone**: 1-205-394-0506

QUALIFICATION SUMMARY

Enthusiastic professional dedicated to creating a positive learning environment while inspiring students to learn the English language. Trustworthy and approachable individual with strong talent to lead and communicate. Creative planner aimed at motivating students to become engaged and invested in the classroom environment.

KEY TALENTS

|  |  |  |
| --- | --- | --- |
| * Classroom Management
* Leadership
* Coaching/Mentoring
* Lesson Planning
 | * Time Management
* Creative Thinking
* Problem Solving & Adaptability
 | * Excellent Communication Skills
* Attention to Detail
* Computer Proficiency
* Curriculum Development
 |

PROFESSIONAL BACKGROUND

**SEED KIDS LAND** – **Deokso, South Korea** **February 2013 – February 2014**

*Private kindergarten and hagwon catering to children ages four through ten.*

English Teacher

* English language teaching responsibilities for preschool, kindergarten and elementary aged classrooms ranging in size from five to thirteen students per class. Designed and facilitated weekly lesson plans and activities relevant to the selected curriculum for each class. Utilized various teaching strategies to support student participation and learning. Encouraged a sense of curiosity and understanding of the English language by creating a relaxed, fun learning environment in which children were engaged and challenged. Developed relationships by providing individualized attention to each student based upon their personal needs and skillset and provided feedback in a positive and constructive way. Effectively maintained interest and provided an interactive atmosphere, enabling students to develop and demonstrate learning skills.

*Selected Achievements*:

* Actively participated in curriculum selection and design for all kindergarten and elementary classes.
* Generated menus and instructed weekly hands-on cooking classes to preschool and kindergarten aged children.
* Designed and implemented weekly English Theme lessons with the appropriate supplemental worksheets and visual guides for kindergarten aged classrooms.
* Performed monthly phone teaching sessions with elementary aged students to reinforce learned conversation skills.
* Administered weekly English Intensive supplemental classes for advanced students.

*Curriculum*:

* AGE 5: Tiny Talk (1A, 1B, 2A, 2B), Story Shake Reading Series
* AGE 6: Gogo Loves English (1, 2, 3)
* AGE 7: English Time (1, 2, 3), Backpack 1
* AGE 8 After School Program: Let’s Go (1, 2, 3)
* AGE 10 After School Program: Let’s Go (3, 4, 5), Smile Writing (1, 2)
* English Intensive: I Can Speak English (1, 2)

**WYNDHAM BAY POINT RESORT** - **PCB, FL** **February 2010 – February 2013**

*Full service luxury resort and convention center, including 316 guest rooms, 40,000 square feet of meeting space, full service spa and two 18 hole championship golf courses.*

Executive Meetings Manager, January 2012 to February 2013

Actively provides a positive contribution towards a high performance culture within the Sales Department through customer advocacy, sustained revenue achievement, communication and team participation. Primary focus on developing new small group accounts through research and solicitation. Timely follow up on all leads, referrals and repeat business. Use of organizational and detailing skills to identify and implement profitable execution of all groups.

*Selected Achievements*:

* Consistently participates in the re-booking of repeat business in an effort to maintain a track record of long-term client relationships.
* Creative aptitude to present clients with inventive event choices of set ups, menus, vendor sourcing, A/V, décor, etc. to constantly maximize hotel revenue.

Catering Sales Manager, February 2010 to January 2012

Proactively targeted, captured and coordinated catering sales accounts. Primary focus on executing all stages of sales phase and event planning to include weddings, corporate accounts, social and non-profit accounts and all one day catering events. Position consisted of all aspects of business coordination from contract negotiation forward.

 *Selected Achievements*:

* Exceeded all quarterly and annual financial goals in place for this position on a consecutive basis.
* Used innovative measures to create new business and generate new sales while effectively retaining current client base.

**PANAMA CITY BEACH CHAMBER OF COMMERCE – PCB, FL May 2008 – February 2010**

Special Events Coordinator

Planned and coordinated various types of professional and community events including corporate luncheons, monthly networking breakfasts, monthly After Hours business mixers, structured visits from governmental officials, trade shows, awards dinners, political candidate forums and governmental round table discussions. *Selected Achievements*:

* Successfully solicited corporate sponsorships and secured funding for each event planned and coordinated.
* Gained practical, hands-on knowledge of all aspects of community development and event planning.
* Served as a committee member and chamber liaison on the Navigator Small Business Initiative.
* Maintained a member retention program to track progress and remain in contact with current and new members.

EDUCATION & PROFESSIONAL DEVELOPMENT

**UNIVERSITY OF ALABAMA – TUSCALOOSA, AL** August 2000 - August 2004

Bachelor of Science Commerce and Business Administration

Major: Consumer Industrial Marketing

**Marriott Certified Weddings & Event Planner**