•won-dong, yongsan-gu, seoul

• (010) 2483-2111 • amandaflocritsc@gmail.com

Amanda f. hunter

objective

To present employer with specific information regarding my work experience and work capabilities for the applied position.

Work of experience

Summer 2005-Summer 2006 Bermuda Ministry of Health, Children’s Dental Dept./Summer Program Hamilton, Bermuda

 *Student Dental Clerical Aid*

Organized and manually filed thousands of fluoride and dental care records for child population of Bermuda. I also regularly assisted with dental hygienists during appointments and the receptionist desk.

Work of experience

June-August 2007 Bermuda Ministry of Health, Children’s Dental Dept Hamilton, Bermuda

*Government Clerk*

Worked for the government of Bermuda for the Ministry of Health :organizing, filing, faxing, copying, working the front desk, scheduling appointments, and archiving the entire child population’s fluoride and dental files.

Work of experience

April 2008 – Sept 2008 Charleston River Dogs Baseball Charleston, SC

*Game Day Employee - Kids Zone*

I supervise children during the games and make sure they are having fun and staying safe during the duration of the playing time.

Work of experience

May -August 2008 Citadel Military College of South Carolina Charleston, South Carolina

*Clerical Aid and Guard*

I kept and organized records for numerous rooming assignments during the summer school program in the barracks whilst serving as a front-desk assistant to the tactical officers.

Work of experience

August 2008-February 2008 The Florence Crittenton Program Charleston, South Carolina

*AC (Counselor)*

I primarily supervise pregnant girls from the ages 12- 21 until they give birth. As an AC I also counsel and work with the girls.

Work of experience

February 2009-July 31, 2009 Ace English Institute

Ansan Si, South Korea

*English Teacher (PreK-Middle School)*

I taught basic English to Pre-K and K children in the morning, and during the evening I taught basic to advanced vocabulary and comprehension to Elementary – Middle School students. With extra preparation time I developed lesson plans, tests, assignments, and extra materials for each class (32 hrs a week).

Work of experience

August, 2009- February, 2010 CCLC Hagwon

Gangnam-Gu, Seoul

*English Teacher (Pre-Kinder-Elementary)*

I instructed Math, Science, Social lessons, Phonics, and Reading to Kindergarten students. In the afternoons I taught elementary students advanced English. I prepared lessons, projects, crafts, and related materials for students.

Volunteer experience

December 2006 New Life Christian Fellowship Pre-School Goose Creek, SC

*Volunteer /Assistant*

I assisted in teaching the young children how to count, learn the alphabet, learn about the Word, and supervised their playing and napping times.

Education

August 2005- August 2008 The Citadel Military College Charleston, SC

*Bachelors: History*