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**Andrew Bruun**

**Professional Summary**

Enthusiastic teacher dedicated to creating an enjoyable, inviting and dynamic learning atmosphere. Implements traditional and innovative methods to motivate students to learn the English language and understand American culture. Skilled ESL Instructor versed in using effective and efficient methods of teaching while focusing on the individual needs of each student. Teacher skilled in motivating and mentoring students of all ages and learning levels. Practical experience living in Korea and studying Korean culture and social sciences.

**Skills**

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| * Extensive English grammar knowledge * Culturally sensitive * Test methods knowledge * 11 years as an ESL instructor in Korea * Studied Abroad in Italy |  Sound judgment   Recordkeeping expertise   Proficient in creating and maintaining schedules |

**Work History**

**Administrative / Accounting Assistant**, 05/2010 to 06/2013  
**University of California, Davis** – Davis, CA  
  Provided support in financial management, purchasing/accounts payable, payroll/personnel

* Served as the department receptionist
* Administrative and faculty support.

**Foreign Teacher**, 04/1999 to 03/2010  
**Hanyang Oregon Language Institute** – Sosa-dong, Bucheon-si  
 Educated 100's of students in the basics of English grammar and conversational speaking.

* Coordinated communication between students and school administration to create an effective and culturally-sensitive learning environment.
* Created monthly academic status reports based on in-depth student evaluations.
* Developed and taught a curriculum to improve students' conversational abilities.
* Designed seasonal programs emphasizing vocabulary, pronunciation and reading comprehension.
* Administered and graded tests and assignments to evaluate student progress.
* Assigned lessons and corrected homework.
* Gave one-on-one attention to each student while maintaining overall focus on the entire group.

**Salesman**, 11/1998 to 03/1999  
**Mountain Kids**   
Sold children's clothing.

**Room Service**, 06/1997 to 10/1998  
**The Lodge at Tamarron** – Durango, CO  
Answered telephone calls and responded to inquiries.

* Helped with preparation, set-up, and service for catering events
* Spoke with patrons to ensure satisfaction with food and service
* Took food orders and relayed orders to kitchens
* Trained new employees

**Education**

**Bachelor of Arts**: Business Management, 1997  
**Gonzaga University** - 502 E. Boone Ave. Spokane, WA 99258  
Member of Alpha Sigma Nu Honor Society  
Graduated Cum Laude: 3.65 GPA  
Graduated 42nd in class of 1100