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***Dan On***



***QUALIFICATIONS:***

* Work well without supervision
* Great team ethics
* Ability to stay focused, multitask and prioritize the essence of an issue
* Excellent with customer support services
* Skilled at learning new concepts quickly while working well under pressure



***EXPERIENCE:***

3/12-Present **EPIK ESL Teacher** Gangwon-do, Wonju, South Korea

English Foreign Teacher

* Planned and set up lesson schedules
* Managed classrooms by skill level
* Attended and taught at several different level schools
* Worked solo and partnered classrooms

1/11-Present **Dan On Photography** Ann Arbor, MI

Office Manager/freelance Photographer /Editor

* Arranged meetings and scheduled appointments
* Escorted clients to their appointments
* Sorted e-mails and documents for service coordinators
* Photographed, edited, and printed with quality proficiency
* Distributed quality advertisements and flyers

01/11-5/11 **Audio Productions Studio (MSU)** East Lansing, MI

*Front Desk Assistant (Temporary Assignment)*

* Managed Studio time
* Managed phones calls
* Processed client files and scheduled appointments
* Checked out equipment to students/faculty
* Maintained office in managers/owners absence

08/11-01/11 **Spartys** East Lansing, MI

*Store Clerk*

* Assisted staff in the reception area, answered multi-line telephone system
* Greeted customers with care and quality services
* Cleaned and maintained the surrounding area
* Cleaned restrooms, swept and mopped floors, disposed of litter and informed supervisor of all safety hazards

09/09- 01/10 **Michigan State University Tutoring** East Lansing, MI

*Student Tutor*

* Worked with children in elementary schools in the East Lansing District
* Used teamwork skills to assist children’s learning habits
* Assisted the supervisor with special projects



**EDUCATION:**

**May 2012** **Michigan State University** East Lansing, MI

**B.A. (Telecommunication & Media Arts) GPA: 3.0/4.0**

**May 2007**  **Huron High School Equivalency Diploma** Ann Arbor, MI



**SKILLS:**

* Video & Audio Editing: Adobe Premiere Pro, Final Cut Pro, Avid Media Composer, Photoshop, Windows Movie Maker, Adobe After Effects, and Pro Tools
* ESL lesson planning and managing classrooms
* Social Media Outlets: Wordpress, Facebook, Twitter, Linkin, Tumblr, MySpace, etc.
* Social Skills: Working in groups with an open mind and also working on solo projects
* Writing Skills: Proficient in Microsoft Word, Excel, and PowerPoint
* Photography & Cinematography experience (Both digital & film)