***Juanita Hong*** Cell phone: 010.3571.8184 (Korea) / juanita.hong@gmail.com

**EDUCATION**

**TEFL Institute** Chicago, Illinois

Certificate of Completion in Teaching English Abroad, May 2008

**University at Buffalo, The State University of New York** Buffalo, New York

Bachelor of Arts Degree, Communication and Psychology, May 2007

Minor, English

**WORK EXPERIENCE**

JBC Language School/Milestone Institute Fort Lee, New Jersey

**ESL Instructor** *March 2008 – September 2009*

* Created and implemented lesson plans weekly
* Taught writing, reading, and grammar for Beginners to Advanced leveled adult students
* Creatively and effectively initiated activities to enhance the students learning developments
* Used “Touchstone” professional lesson materials

Sub Board I, Inc. Amherst, New York

**WRUB Radio General Manager/Promotions Director** *January 2005 – May 2007*

* Managed over 40 employees through leading meetings, in charge of payroll, and guidance at the station
* Created and executed ideas for special events weekly

New Student Programs Amherst, New York

**UB101 Peer Mentor** *August 2006 – December 2006*

* Co-facilitated a section of UB 101: University Experience, a freshman seminar course, with a University administrator
* Assisted instructor in design and implementation of course syllabus and lesson plans
* Served as a successful role model to new students in their first semester at UB
* Promoted awareness of campus events and resources
* Assisted in providing feedback on written assignments and presentations to students enrolled in the course

New Student Programs Amherst, New York

**Orientation Aide** *June 2006 – August 2006*

* Mentored over 100 students
* Served as a positive role model to the Class of 2010
* Strengthened communication skills by interacting with students, staff, and parents
* Created structured activities and organized special events for students and parents

The Spectrum Newspaper Amherst, New York

**Assistant Photo Editor/Advanced Photographer** *January 2005 – May 2006*

* Organized and presented weekly meetings for students
* Assisted the Senior Photo Editor with deadlines and presentations
* Listed as a creative student for the University’s publication

Career Services Amherst, New York

**Teacher’s Assistant** *January 2005 – December 2005*

* Responsible for presenting, editing, and grading assignments about professional business skills
* Mentored and guided 15 students in majors and career decisions
* Represented as a positive role model for the students

**PROFESSIONAL SKILLS**

* Proficient in PC and Mac computers
* Intermediate with Microsoft Office software (Microsoft Word, PowerPoint, Excel)
* Fluent in English, conversational Portuguese, and Korean