**Christine I. Jun**

7628 W. Claremont St., Glendale, AZ 85303 (623) 242-4993 cjun@cox.net

**Seeking Kindergarten/Elementary School English Teaching Position**

Sensitive, creative and patient with a strong desire to help children achieve their educational potential by creating a nurturing, motivational, and stimulating learning environment. Flexible, versatile, and accommodating to students with various abilities and functional levels. Excellent interpersonal and communication skills with a strong ability to forge meaningful relationships with students and staff members.

**Education**

Arizona State University, Tempe, AZ 1/2008

Bachelor of Science in Justice Studies

Concentration in Business

**Activities and Organizations**

International Rescue Committee 2005

Volunteer for the American Friend Program and Cross-Cultural After School Program

Adopted a refugee Sudanese family resettling in America in the American Friend Program and helped them adapt to American society by teaching American customs and English to the family of adults and children. Prepared weekly lesson plans and assignments using my own materials and the materials provided by the IRC. Facilitated learning through the use of picture books and cards, singing, drawing and memory games. Conducted donation drives for the family and the IRC; and provided basic living necessities for the family.

In the Cross-Cultural After-School Program I tutored Middle Eastern and European elementary school students with their homework assignments on various subjects such as ESL, language arts, history, science and math.

ESL Tutor 2002-2004

Tutored conversational English speaking skills to Korean college students with emphasis on pronunciation, vocabulary and grammar.

The Salvation Army/Korean Senior Association 2001

Community Volunteer

Assisted Korean senior citizens during recreation and meal time.

Independence High School, Glendale, AZ 2001 ESL Teacher’s Assistant

Assisted the teacher with various duties such as grading homework assignments, participating in class games and projects. Assisted students with class assignments and projects.

National Honor Society

Tutored a Hispanic high-school student in science.

**Professional Experience**

Greenwood Memory Lawn Mortuary and Cemetery, Phoenix, AZ 1/2008-6/2008

Administrative Assistant

Work independently on various projects and meet deadlines. Handle sensitive and personal documents. Operate switchboard, perform data entry, mail, copy, scan, file and fax documents. Create catalog cards, folders and books. Answer guest inquiries in person and over the phone. Find plot locations/ funeral information and locate area on maps. Check cremation documents for accuracy. Work with Family Service Counselors and prepare documents on deceased persons and/or property owners for their appointments.

**Selected Skills**

Computer Skills: Microsoft Word, PowerPoint, Excel, Access, Office, Outlook, Internet

Language Skills: Some Fluency in Korean

**References**

Available upon request