

Louise Lamb (married name Louise Bae)

Seongnam-si

010-9512-1468

louise\_lamb81@hotmail.com

British National

F2 visa holder

**OBJECTIVE**

Seeking a position as a Kindergarten teacher in South East Seoul or Seongnam-si.

**KEY SKILLS**

* Trinity Cert. TESOL, 130 hours contact hours, 6 hours of observed teaching practice.
* 5 years teaching experience, including 18 months teaching Kindergarten teaching experience.
* Conscientious, calm and professional manner and dedicated to the delivery of intelligent teaching
* Low intermediate in Korean through self study and attending Seoul National University.

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**EMPLOYMENT HISTORY**

**September 2010-April 2011:** Attending part time and full time Korean Language courses and Seoul National University.

**June 2010-August 2010: Guronam Elementary School, Eland Education Afterschool Program.**

**Maternity cover and ‘summer camp’.**

* Following the Daniel English curriculums to teach Elementary age students vocabulary and expressions through stories and related exercises.
* Supplemented the curriculum with self-made material, and material from elsewhere.
* Submitted daily reports on time.

**September 2008- March 2010: Temporary contracts (holiday and sickness cover) in various settings.**

* **Reception:** Answered and forwarded calls on a very busy reception desk, booked conference room and arranged buffet, signing in/out book management, met and greeted customers (Gloucestershire PCT, Corus Panels and Profiles, Whaddon, Lynworth and Priors Neighbourhood Project).
* **Administration:** Typed up inspection reports, Prepared anti social behavior histories for court, compiled research data, liaised with other teams to handle issues effectively, data entry and form-filing, filing, archiving, handling post, prepared display boards for in-house reference other adhoc duties (Futures at Knightstone, Cheltenham Borough Homes).
* **Voluntary:** Co-managed an English Language conversation evening session and managed several stalls at the Fun Day at Whaddon, Lynworth and Priors Neighbourhood Project. Supported Contact volunteer position at Cheltenham FamilySpace since September 2009. Voluntary teaching assistant in a reception class at Dunalley Primary School.

**May 2008-August 2008: Imae Maple Bear, South Korea. Interim Kindergarten teacher, temporary contract, awaiting a Canadian teacher.**

* Followed a Canadian Kindergarten curriculum
* Taught English, Mathematics, Science and Art to two 6 year old classes.
* Met all deadlines for reports and lesson plans
* Teacher-Parent interview

**March 2007-April 2008: Imae CDI, Bundang, South Korea.**

* Was awarded ‘Teacher of the Semester’ summer semester 2007
* Taught reading, writing and listening skills to 8-15 year olds (intermediate).
* Handled larger classes compared with the other instructors
* Met report deadlines
* Conducted and graded tests

**December 2005-February 2007: Jungrang SLP, Seoul, South Korea**

* Taught Kindergarten and elementary classes (ages 5 to 12).
* Met all deadlines for reports and lesson plans
* Organized the classroom for Halloween and prepared for the Christmas performance
* Greatly contributed to the resource library.

**September 2004-September 2005:** **Chungtap Hagwon, Gunsan, South Korea.**

* Taught Elementary and Middle school (ages 7 to 15).
* Followed the Butter English curriculum for the Elementary classes, and middle text books for the Middle School classes.

**January 2004-August 2004: Various temporary contacts with Office Angels Employment Agency, Reed Employment Agency and Ace Appointments Employment Agency**:

* Received incoming calls and assisted with basic queries regarding health insurance
* Sent out the relevant health insurance documentation to customers.

Handled documentation, quality checks on files, updated and maintained client records at a Training and Development centre.

* Trained fellow colleagues to perform administrative tasks at an Aerospace company, and the Training and Development centre.
* Expediting materials and tool stock control for the logistics department at the Aerospace company.

**Nov 2002-Dec 2003: Medical Technical Officer, Molecular Genetics, Leicester Royal Infirmary**

* Updated and maintained patient records on hospital database
* Laboratory stock control
* Performed timely DNA extractions, measured DNA concentrations
* Introduced an Internal Quality Control Procedure
* Composed and optimized Standard Operating Procedures, and gave presentation

**Oct 2002-Nov 2002: Customer Advisor, Vodaphone**

* Assisted customers with basic technical difficulties via incoming calls
* Was first ‘on the floor’ due to passing the training early.

**June-Sept 2000-November 2002:**

**Various part-time jobs to fund University course, including Sept 2000 & Sept 2001 Fresher’s Helper, University of Manchester Student Union**

* Managed stalls at various locations around campus
* Promoted the Student Union and its services
* Offered advice to first year students
* Gave guided tour of campus

**EDUCATION**

**April-May 2010: Oxford House, Barcelona**

Business English Extension Course (Online).

**March 2010-April 2010 Oxford House, Barcelona.**

Trinity Cert. TESOL**.** (130 hours with observed teaching practice). Included a module on how to teach Young Learners (children).

**1999-2002 University of Manchester**

BSc Hons Molecular Biology Grade 2.2

(Includes module Human Resources and Business Organization )

Laboratory Project and Dissertation 2.1

Practical Module: 1st Class

**1997-1999 Wirral Grammar School for Girls Sixth Form**

A-Level Psychology B

A-Level Biology B

A-Level Chemistry D

**1992-1999 Wirral Grammar School for Girls**

GCSE: Biology (A\*),

English Language (A)

English Literature (A)

Mathematics (B)

French (A)

History (A)

Chemistry (A)

Physics (A)

Art and Design (A)

 Design and Communication (B).

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**REFERENCES:** Available upon request