|  |
| --- |
| LUIS A IRIZARRY |
| Mirwol-ro 29beon-gil 41-14 (Sinjangdong Pyeongteak-Si South Korea) **(Cell) +82-010-5048-8005** [**nyjodon30@yahoo.com**](mailto:nyjodon30@yahoo.com) |

|  |  |
| --- | --- |
| **Career Objectives** | |
|  | To obtain a challenging career as a English/ Spanish Teacher that will enable me to utilize my skills, innovation and initiative for the growth of the company. I am currently living in Songtan South Korea, with a E2 visa. |

|  |  |
| --- | --- |
| **Summary of Qualifications** | |
|  | Over six years experience as a supervisor and a military Instructor, Proficient in Microsoft Word, Excel, Access, and Power Point application. Knowledge of the structure and content of the English and Spanish language including the meaning and spelling of words, rules of composition, and Proper grammar. |

|  |  |
| --- | --- |
| **Work History** | |
| May 20, 2012- Present  June 7, 2010- May 5, 2012  Feb 13, 2008- March 31, 2010 | **Hankuk University of Foreign Studies**  **3rd Floor, Geumgang building, 609- Leechoong-dong**  **Pyeongteak City Kyunggi-Do, South Korea**  Tel, (031) 666-7905  Planning and implementing of lessons. Developing of educational programs and classroom activities. Grading and evaluating of students. Working with students from elementary to high school student.  Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement. Determine training needs of students or workers. Administer oral, written, or performance tests to measure progress.  **English as a Second Language Teacher (ESL), Songtan International Community Center, Songtan South Korea,**  Initiate, facilitate, and moderate classroom discussions.Prepare course materials such as syllabi, homework assignments, and handouts. Prepare and deliver lectures to undergraduate or graduate students on topics such as poetry, novel structure, and translation and adaptation, and writing classes. Assist students who need extra help with their coursework outside of class.  **Workforce Solutions of Central Texas** - **Killeen, Texas** Work Counselor  Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Assistance with resumes and assist with job searches. Answering questions regarding eligibility, salaries, benefits, and other pertinent information. Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed. Analyze information from client interviews, asses’ client’s abilities, needs and eligibility for services. Refer clients to programs such as Vocational Rehabilitation and claim services. Inform clients of VA programs and benefits. |
| Apr 01, 1992 – Jan 4, 2008 | **U.S. Army** – **Camp Casey, South Korea** **Sgt/E5,** Ammunition Specialist (13M) Supervised and coordinated the activities for 12 Ammunition Specialist, installers, and repairers. Determined schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel. Monitored employees' work levels and reviewed work performance. Recommended or initiated personnel actions, such as promotions, transfers, discharges, and disciplinary measures.  Was able to maintain 100% during Commanders inspection of EPA, and Vehicles Readiness. Also was able to maintain 100% of inventory of over millions dollars of sensitive (**secret and top secret**) military equipment.  Compiled operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results. Developed, implemented, and evaluated maintenance policies and procedures. Counseled employees about work-related issues and assisted employees to correct job-skill deficiencies. |

|  |  |
| --- | --- |
| **Education** | |
| Jan 2009 - Apr 2010 | **Texas A & M University Central Texas** - Killeen, Texas Education Level: BAAS (4 years of university) Major: Bachelor Arts Minor: Applied Sciences |
| Jan 2008 - Dec 2008  Oct 19, 2008, complited | **Central Texas College** - Killeen, Texas Education Level: Associates Degree Major: General Studies  Masalle College (online), Teaching English to speakers of another language certificate. Successfully completed 100 hours of tesol teaching. |

|  |  |
| --- | --- |
| **Computer Skills** | |
|  | **Typing Speed:** 35  Words Per Minute • Database Software (Access) • Email Software (Outlook) • Peripheral Devices (Scanners, Printers, etc) • Presentation Software (PowerPoint, Flash) • Spreadsheet Software (Calc, Excel) • Utility Software (Virus, File Compression) • Word Processing Software (Microsoft Word, WordPerfect) |

|  |  |
| --- | --- |
| **Language Skills** | |
|  | **English** - Excellent (Read, Write, Speak) **Spanish** - Excellent (Read, Write, Speak)  **Korean**- intermediate (Read, Write) |

Dear: Sir/Madam

At a prestigious company such as yours; you demand the best. As a prior military service member in the US Army for 10 years, and as an English teacher for the past 3 years. I offer my best everyday: to my students, peers, and superiors. I always continued to offer the best. Here's what I can bring to you,

**Making Decisions and Solving Problems**; Good management skills, Ability to work under pressure, excellent command of Spanish, English and some Korean, as well as international exposure throughout my career travels and self-education.

**Education and Training;** Knowledge of principles and methods for curriculum and training design, teaching and instructing individuals and groups, and the measurement of effective training.

**Administration and Management;** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

The attached resume details my extensive experience and training. The skills I've acquired and valuable experiences I've earned during my time in the military and as an English teacher. Please feel free to contact me if you have any questions.

Thank you very much for your time, and look forward to hearing back from you soon.

Sincerely

Luis Irizarry