**Mark A. Schoedl**

markschoedl@yahoo.com

Santa Ana, CA 92701 (714) 835-5288

**English Tutor**

English language teacher professional with proven success in presenting to the South Korean students basic to intermediate phonetics and grammar in order to improve speaking, reading and writing comprehension in order to foster academic and personal success. Key skills include:

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| * English Instruction
 | * Children’s Stories
 | * Microsoft/Word
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| * English Literature
 | * Composition
 | * Short Stories
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| * Business Writing
 | * Customer Service
 | * Poetry
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**Experience:**

**CAR DRIVER** 12 /2009 to Present

**Superior Solutions, Inc**., Long Beach, CA

* Drove vehicles through the Mannheim Car Auction lines to assist prospective buyers develop the car’s market value.

**ENGLISH INSTRUCTOR**  2009

**Oh Sung Sik English Institute**, Icheon City, South Korea

* Taught school-aged children ages 4 to 16 basic to intermediate English language phonetic and grammar skills to improve their speaking, reading and writing comprehension; and, to ultimately improve their confidence.
* Developed and simplified the students’ English language Speeches by simplifying the phrasing and wording to assist in delivering informative and polished presentations.
* Reviewed the term’s homework and “hand-out” with all the students to prepare for the term-ending examinations.
* Improved the students’ overall test results by 20 to 30 per cent by opening up “class discussions” between teacher and students regarding American and South Korean current events.

**FILE CLERK** 2007 to 2008

**O’ Donnell Staffing**, Laguna Hills, CA

* Sorted and mailed out insurance company invoices and month-ending income adjustment checks for the sales representatives in order to maintain an efficient mailroom department.

**FILE CLERK** 2006

**PDQ Employment Services**, Irvine, California

* Copied and compiled customers’ returned Public Relations letters for State-level Senate and Assembly persons in Sacramento to send the boxed letters to the Capitol for review.
* Collaborated with the Public Relations Writer to prepare effective literature for the California clientele, and completed an automobile questionnaire to free up department time in order to review the study’s results.

**CAR PREP** 2001 to 2005

**Enterprise Rent-a-Car**, Newport Beach, CA

* Picked up clientele from the hotel and/or place of business to assist the general manager provide the client with the desired vehicle rental.

**RECEIVING/ORDER SUPPLY CLERK** 1998 to 2005

**Neiman-Marcus**, Newport Beach, CA

* Wrote proposals and inquiries to the store operations manager for office supply and future requests; thus, enabling the operations manager to carefully monitor all departmental furniture and “special events” requests in relation to the stores budgetary constraints.
* Provided Corporate Headquarters with updates on new company supplies (for such events as “Fashion Shows” and Promotional Store Sales Events) to develop an open communication line with Store-Level Management.

**SHIPPER/RECEIVER** 1998

**Jil Sander**, Costa Mesa, CA

* Taught the sales team and management staff the correct usage of Microsoft/Word software in order to send out sales letters and special events memos to the clientele. This allowed the management and sales staff to maintain open communication with the customers, and to set up a customer sales and “personal information” data base.

**EDUCATION:**

 **Associates of Science, Graphic Design**

 Westwood College

 Anaheim, CA

 **Bachelor of Arts, English Writing Emphasis**

University of Wisconsin-Whitewater

Whitewater, Wisconsin