**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Joohyun (Julie) Lee**

#829, 111 Elizabeth Street

 Toronto Ontario M5G 1P7

julielee0618@yahoo.ca

**Employment Skills**

* Excellent communication skills
* Fast learner
* Worked effectively as a team member
* Responsive for the daily scheduling and recording of employee hours
* Effectively handled customer/student’s complaints to ensure customer satisfaction
* Provided fast, efficient and friendly service and assistant to customers, student’s parents
* Excellent computer skills (PC, Vista, Microsoft word, Excel, Power Point)
* Translated unfamiliar terminology into non-professional terms
* Fluent in Korean in both reading, speaking and writing
* Good organization skills enhanced with the ability to prioritize and complete assigned tasks
* Able to operate office equipment, typed and filed reports and /or documents
* Good research skills and organizing detailed curriculums

**Education:**

**2003: CCLCS** (Canadian Cooperative For Language And Cultural Studies, Inc.) Toronto

* TESL License

**2000~2001: George Brown College**, Toronto

* Baking Pastry Certificate, Ontario Licensed Sanitation License
* Graduated with Honors & Lallemand Distribution Award

**1993~1998: OCAD** (Ontario College of Art and Design), Toronto

* Studied Industrial Design and 4 year diploma in Fine Art

1989~1993: W.D Lowe High School, Windsor, Ontario

1988~1989: Prince Edward Elementary School. Windsor, Ontario

**Volunteering Experience**

**1997~1998: Royal Ontario Museum, Toronto**

* Part time hands on Reptile teacher for elementary students

**1997~1998: Red Cross Canada**

* **Registration and assistant to donors**

**Work Experience**

**May 2008~ Currently: Pacific Gateway International College**, Toronto Canada

* Korean student counselor/Korean Marketing and Workshop program teacher

**Mar. 2007~Dec. 2007**: **JangSu Elementary School**, YangCheonGu

* Native English teacher

**Mar. 2006~Feb. 2007**: **LC Language School**, Pyeongtaek

* Director and a native teacher for Art course

**Oct. 2005~Sept. 2006: Air Quality Control Association,** Seoul

* Native teacher for conversational English for office workers

**May 2005~Aug. 2005: SamJung KPMG**, Seoul

* Taught business English to accountants

**May 2005~Aug. 2005: BakYang Elementary School**, Ilsan

* A short term replacement teacher

**Mar. 2004~Feb. 2005 GwaCheon Public High School**, GwaCheon

* Native teacher for 1st and 3rd year students

**Dec. 2003~ Feb. 2004: DanKook University**, Seoul

* Native teacher for IT students’ winter school course

**2000: Canoe restaurant by Oliver Bonacini, Inc.,** Toronto

* Assistant pastry chef

**1993~1999: Windsor Music Café, Inc., Toronto**

* Part time assistant manager

**References:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CCLCS (The Canadian Cooperative for Language and Cultural Studies, Inc.)**

635 Markham St. 2nd Floor, Toronto On. M6G 2M1 Canada

Tel: 1 (416) 588-3900

E-mail: cclcsdt@hotmail.com

**Pacific Gateway International College for English**

Helen-Ann“Jill” de Freitas, ESL instructor

#900, 111 Elizabeth Street, Toronto Ontario, Canada

(416) 413-0511

**JangSu Elementary School**

Lee EunYoung teacher

SinJungDong YangCheonGu, Seoul

Tel: 02 2696-0950

**GwaCheon High School**

Ms. Kim HakMi (English teacher)

Letter or phone call upon a request