# Mark A. Schoedl

# 1106 E. Walnut Street, Unit I Santa Ana, California 92701

# (714) 727-6985 markschoedl@yahoo.com

**Career Focus:** **Enrolled in the On-line the TESOL Coursework** to assist students learn the basic phonetic and grammatical structures of the English language to improve their speaking, reading and writing abilities in order to ultimately become a more confidant and successful student.

**ABILITIES:**

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| * English Instruction
* In Design
* Composition
* Microsoft Word
 | * Business Writing
* Short Stories
* Purchasing
* Speech
 | * Poetry
* Phonetics
* Technical Writing
* British and American Fiction
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**Work Experience:**

**English Instructor—**Oh Sung Sik English Institute, Icheon, South Korea 12/2008 to 9/2009

* Assist South Korean Kindergarten through Middle-School aged students speak, read and write in the English language with an understanding and self-assuredness.

**Car Driver—**Hertz Rent-a-Car, Newport Beach California 2008

**File Clerk, O’Donnell Staffing**—Lake Forest, California 2007-2008

* Mail out insurance company invoices and sales staff checks at the end of each month.

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| **File Clerk, PDQ Employment Services** – Irvine, California |  2006  |

# Arrange Public Relations Department letters for State-level Senate and Assemblypersons in order to timely and efficiently send the letters to Sacramento to pass legislation initiated by the company.

# Assist the Public Relations Writer by preparing effective literature for her department and clientele throughout California.

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| **Car Prep, Enterprise Rent-a-Car** – Newport Beach, California | 2001 – 2005 |

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| **Receiving/Order Supply Clerk, Neiman-Marcus** – Newport Beach, California | 1998 – 2005 |

* Wrote proposals and inquiries to the operations manager for office furniture supply requests.
* Assisted the store in maintaining a conservative spending policy on supplies and office furniture.
* Provided Corporate Headquarters with updates on new company supplies and cost-saving supply techniques (for such events as fashion shows and promotional sales events).

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| **Shipper/Receiver, Jil Sander** – Costa Mesa, California | 1998 |

* Taught personnel how to use Microsoft Word to send professionally written sales letters and inquiries as well as how to store and retrieve client information.

**EDUCATION**:

**TESOL Training International**—San Diego, California 10/2009 to 11/2009

Learned and developed teaching techniques to instruct foreign speaking students the English language methods of grammar, speaking, reading and writing. Also, studied the importance of working with and understanding the differences between American and foreign cultures.

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| **Westwood College** – Anaheim, California, Visual Design & Computer Graphics | 2006 to 5/2008 |

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| **College of Automotive Management** – Santa Ana, CaliforniaCourses in automotive sales/finance management (utilizing Experian and Equifax credit reports). | 2005 |

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| **University of Wisconsin-Whitewater** – Whitewater, Wisconsin 1980 to 1984 |  |
| **English/Writing Emphasis:** Courses included Technical Writing, Senior Seminar in Writing, Business Communication, Composition, Short Story Writing and 18th Century British & American Literature. |  |