**Nathaniel Starun**

878-2, Jeongia-dong, Jangan-gu, Suwon-city South Korea

010-4991-8005 - NStarun@Gmail.com

OBJECTIVE Seeking employment in South Korea at a public or private educational institution

EXPERIENCE Feb 2010 – Mar 2011 Ewha American Language School Suwon, South Korea

**English Instructor**

* Instruct students aged 3-17 in English
* Develop session curriculum and create tests
* Correct weekly essays, diaries and book reports
* Facilitate a healthy and positive learning environment

Sept 2008 – Jan 2009 Citizens Bank Pittsburgh, PA

**Banker I**

* Sell financial products and work with customers to achieve their goals
* Carry out teller tasks as needed including cash drawer audits and maintenance
* Ensure adherence to government regulations and bank policies

Jun 2008 – Sept 2008 Lobos Management Pittsburgh, PA

**Leasing Agent**

* Schedule and administer property viewings, close rentals
* Assess property maintenance status, assign work details, follow up
* Facilitate communications between office and field operatives
* Promote company products and reputation, create sales

Mar 2008 – Jun 2008 Radisson Hotel & Suites Pittsburgh, PA

**Front Desk Supervisor**

* Manager on duty
* Manage rooms inventory and negotiate rates to maximize occupancy and profits
* Guarantee policies and procedures of Radisson and Gold Points Plus
* Ensure proper delivery of guest special requests, resolve and follow up on guest complaints
* Primary communication intermediary between 9 departments and corporate headquarters
* Oversee desk agent work and conduct
* Work with human resources to find and evaluate potential new hires

Feb 2006 – Mar 2008 Holiday Inn Express Pittsburgh, PA

**Guest Services Representative/Night Auditor/Shuttle Driver**

* Manager on duty
* Process and verify accuracy of credit card batches
* Ensure proper delivery of guest special requests, resolve and follow up on guest complaints
* Manage communication between departments
* Drive shuttle and assist guests with local area information
* Train new team members

Jun 1999 – Aug 2005 The Connection Summit, NJ

**Community Coordinator**

* Children’s Sports Class Instructor – standard and special needs
* After School Care Coordinator, Summer Camp Counselor, Birthday Party Coordinator
* Tutor - ages 4-11

EDUCATION Apr 2008 **University of Pittsburgh** Pittsburgh, PA

Bachelors of Arts – Major in History

Jan 2009 **Duquesne University** Pittsburgh, PA

Certificate in Financial Planning – CFP exam administered Nov ‘09

SKILLS Proficient in Microsoft Office, Holidex, Opera, Yardi, and learn new programs quickly; very organized, can adapt to new situations, willing to assume responsibility, strong communication skills, highly personable and prefers direct contact with clients

References available on request