Samantha Normandin

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Summary of Qualifications

- Trained in development and training with 6 months of ESL teaching experience

Education

Carleton University   Graduated Spring 2008
B.A Honours in History - Concentration in North American History with a special interest in both Ontario and Eastern Canada, and American Social History.

Relevant Professional Profile

English as a Second Language Teacher   December 2011 - June 2012
YBM ECC   Seoul, South Korea

- Working with children aged 4-13 to develop English language proficiency;
- Developed lessons based on predetermined curriculum;
- Assessed, evaluated and reported on student's progress.

Additional Experience

Executive Assistant to CEO   July 2012 - March 2013
bv02 inc.   103-858 Bank St. Ottawa

- Maintained the schedule of CEO by being aware of projects, internal issues and client concerns in order to ensure priority of commitments.

Office Coordinator   April 2011 - October 2011
RealDecoy   205 Catherine St. Ottawa

- Performed all internal support and facilities related activities

Project Support Office Coordinator　　　　　　　June 2010 - March 2011
RealDecoy　　　　　　　　　　　　　　　　　　　205 Catherine St. Ottawa

- Served as operational support for project managers.

Shift Supervisor　　　　　　　　　　　　　　　May 2008 - January 2011
Starbucks Coffee Co.　　　　　　　　　　　　　　　　Various locations

- Supervised a team of 15 baristas, including performing training and development tasks.

Financial Services Coordinator　　　　　　　　May 2006 - October 2009
BMO Bank of Montreal　　　　　　　　　　　　Various Locations - Ottawa

- Assisted clients by resolving complaints or issues;
- Supervised CSR team in the absence of Assistant Branch Manager.

Community Involvement

Outreach Volunteer　　　　　　　　　　　Summer 2009 - Summer 2011
AIDS Committee of Ottawa

- Distributed informational pamphlets and safe sex paraphernalia at designated establishments and events.

Interests

Rock climbing, yoga, travel, reading and writing, teaching and training.

References

Available upon request.