Timothy Gosline-Bromm

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Education

The Florida State University: Tallahassee, FL. 2001-2005

Bachelor of Arts (2005): Double-major in History & International Affairs

Graduated Cum Laude

Experience

Title of Position: **Regulatory Specialist**

Employer Name: Department of Financial Services

Employer City/State: Tallahassee, FL

Beginning Date: 05-01-2008

End Date: 05-12-2009

Supervisor’s Name/title: April McBryer, Regulatory Specialist

Supervisor’s Phone Number: 850-413-4555

Duties and Responsibilities:

* Working in the accounting and auditing department
* Responsible for archiving property escheated to the State of Florida by managing fiscal accounts and archiving personal property

Title of Position: **ESL Teacher (English as second language)**

Employer Name: JungChul English Academy

Employer City/State: Seoul, South Korea

Beginning Date: 8-01-2007

End Date: 3-12-2008

Supervisor’s Name/title: Mr. WangJung Nim, Owner of JungChul English Academy

Supervisor’s Phone Number: 019-59-4400

Duties and Responsibilities:

* Responsible for teaching forty classes covering grades K-12
* Responsible for creating curriculum, tests, and progress reports
* Provided highly individualized attention for each student

Title of Position: **Legislative Messages Editor and Verifier**

Employer Name: Office of the Clerk, Florida House of Representatives

Employer City/State: Tallahassee, FL

Beginning Date: 2-26-2007

End Date: 5-07-2007

Supervisor’s Name: Diane Bell

Supervisor’s Phone Number: 850-922-0769

Duties and Responsibilities:

* Proofread, edited and delivered messages for legislative bills passing between legislative houses at the Office of the Clerk
* Answered telephones, did filing and performed other office duties as requested

Title of Position: **English Teacher (as a second language)**

Employer Name: Shanghai Education Tech

Employer City/State: Shanghai, China

Beginning Date: 8-01-2005

End Date: 6-01-2006

Supervisor’s Name/title: Lorne Barnes, Foreign Director

Supervisor’s Phone Number: 086-021-877-5540

Duties and Responsibilities:

* Teacher of English to primary school students, with a course load of 30 classes each week.
* Teachers were responsible for designing and establishing curriculum and classroom presentations for students, planning and assigning lessons and tests.
* Responsible for making sure that students learn the presentations that have been prepared and discussing progress with parents.

Title of Position: **Office Assistant**

Employer Name: Florida Independent Living Council, Inc.

Employer City/State: Tallahassee, FL

Beginning Date: 06-04-2004

End Date: 06-22-2005

Supervisor's Name: Beth Schultz Executive Director (now deceased) and Chip Wilson President of BOD

Supervisor's Title: Executive Director

Supervisor's Phone Number: 850- 488-5624

Duties and Responsibilities:

* Ensured correspondence were mailed in a timely manner and that all mail is spell-checked and proofread
* Maintained a master calendar and an up-to-date office calendar for all staff for meetings and appointments
* Prepared a filing system and kept all files in an orderly manner

Title of Position: Respite **Worker and Tutor**

Employer Name: Department of Children and Families

Employer City/State: Tallahassee, FL

Beginning Date: 06-21-2004

End Date: 9-15-2005

Supervisor's Name/title: Debrah Richards, Respite client

Supervisor's Phone Number: 850-877-9904

Duties and Responsibilities

* Provided tutorial and respite services for children with developmental disabilities

Title of Position: **Archivist**

Employer Name: Institute on World War II

Employer City/State: Tallahassee, FL

Beginning Date: 01-06-2003

End Date: 05-25-2004

Supervisor's Name/title: Joan Denman, Senior Archivist

Supervisor's Phone Number: 850-644-9033

Duties and Responsibilities:

* Conducted preservation work on delicate historical materials in a secure environment
* Entry of collection data for purposes of later retrieval in academic research

Skills

Proficient in Microsoft Office Systems including Word, PowerPoint, Excel. Experience in web-design and maintenance, research and e-mail systems including Outlook and Lotus Notes. Experience also includes telephone systems, general office equipment (I.e. fax, copy machines). Speaks very basic Spanish and Chinese.

Affiliations

Florida State University Ultimate Frisbee Team, Captain, FSU Billiard team 2003-2004, Students United for Peace and Justice, Environmental Law Society, Golden Key, Phi Beta Kappa