**LINDSEY PHELAN**

Seoul, South Korea

(Other) 010-8562-0296  
Email: laphelan@hotmail.com

## CAREER OBJECTIVE

To use my knowledge, communication and organizational skills as well as my bilingualism to assist customers in making informed decisions and making their experience as pleasant as possible.

## WORK EXPERIENCE

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**ESL Teacher 2009**

*Fay/ Wonderland English Intsitute Seoul*

* Taught students between the ages of 4 and 12 English.
* Prepared lessons for students as well as activities pertaining to English.
* Prepared comments for parents regarding their students behaviour and progress.

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| **Intermediate Youth Worker** | **2007-Present**   * Assisted with program planning. * Co-ordinated and implemented programs. * Interacted with youth through games and activities. * Greeted members and signed them in as they entered the club. * Took payment for membership fees and entered data into the computer. * Assisted members with homework during the homework club program. | |
| *Boys and Girls Club of Ottawa* |
| **Cashier/Food Preparation**  *Chicken or Beef Divine* | | **2001-2008 (Seasonal)**   * Served customers and described food choices to help them decide * Prepared wraps and other assorted food items * Cleaned, sanitized, and organized working area |
| **Cook/ Food preparation**  *Lonestar Texas Grill* | | **2006-2008**   * Prepared assorted food items based on customers orders. * Prepared food for the kitchen and serving staff. * Used organizational skills to maintain a functional working space. |
| **Sales Representative**  *Bluenotes Clothing Store* | | **2004-2006**   * Facilitated customer experience in a friendly and informative manner in both English and French * Handled cash transactions using Bluenotes computer cash system * Used organizational skills to stock clothing in an effective and space-efficient way |
| **Administration Assistant/Receptionist**  *Handa Travel* | | **2003-2004**   * Assisted travel agents in organizing student graduation trips. * Entered data into excel spreadsheets to facilitate the organization of the trip. * Ensured information entered on applicants forms were correctly filled out and assisted them with problems or concerns regarding the trip. * Handled monetary transactions, answered the phone, filed different documents and received messages. |

## EDUCATION

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| * **3rd Year University** (General Bachelor Degree in Criminology with a Concentration in Law) | Carleton University  **2008** |
| * **High School Diploma** (over 90%) | Hillcrest High School |

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## AWARDS

**⯎Academic**

**⯎** Queen Elizabeth II Aiming for the Top Scholarship- Carleton University **2005-2006**

**⯎** Academic Scholarship- Carleton University **2005-2006**

**SKILLS**

**⯎** Bilingual- French and English, oral and written

**⯎** Beginner Spanish, oral and written

**⯎** Microsoft Word

**⯎** Microsoft PowerPoint

**⯎** Microsoft Excel

**⯎** Microsoft Outlook

**⯎** Hard-working, resourceful, and willing to take the initiative

**INTERESTS**

**⯎**First Aid and CPR Level C **(2008)**

Boys and Girls Club of Ottawa Volunteer **(2007-2008)**

**⯎**High Five General Training **(2008)**

**⯎** Youth Day of Caring planning panel and member **(2002- 2004)**

**⯎** Hillcrest High School cancer drive solicitor **(2002-2004)**

## REFERENCES

Available upon request.