OLIVER DANIEL CHARLES JONES (D.O.B. 10/07/83)

**199 Moonwon dong,**

**Gwacheon City,**

**Gyeong gi,**

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PERSONAL STATEMENT

A highly personable and engaging character, I strive to succeed in a new role within the education sector in Korea. Employment post-university has allowed me to demonstrate determination, versatility, and a will to succeed in any task. I now look to rise to the challenge of a new teaching position.

## EDUCATION

* **2002 - 2005 -** Goldsmiths College, University of London, New Cross, London:

**BA (Hons) History** **2:1**

* **1999 – 2001** - Cirencester College, Cirencester, Gloucestershire:

**3 A Levels** and **3 A-S levels. (20 UCAS points)**

* **1994 – 1999** - Rendcomb College, Cirencester:

**10 GCSE passes A\* to C**

**EMPLOYMENT (**Since leaving university**)**

**Gwacheon English Town (**June 2009 – present) EnglishTeacher

* Teaching kindergarten, elementary and middle school using activities and situation classes
* Regular afternoon classes following a specialised curriculum
* Teaching English Camps in the winter, summer and spring, including directing singing and dancing performances and plays
* Completed thorough daily lesson planning for maximum productivity in class
* Produced weekly lesson reports to evaluate the content of my classes

**Hays.com (Hays Candidate Attraction Services) (**March 2008 – April 2009) Online Advertising Co-coordinator

Hays (CAS) is the advertising and marketing consultancy within Hays Plc. their clients include some of the largest companies in the world and they manage online campaigns on a global level. Their products include bespoke recruitment websites, job board postings, eshots, direct mail and mobile advertising.

* Liaising with sales managers and recruitment consultants to ensure successful campaign delivery
* Chasing copy approval and assuming proofing duties before uploading job adverts on external job boards
* Creating bespoke digital marketing products and coordinating with internal design and technical teams
* Customer service - resolving issues and delivering solutions
* Presentation skills – presenting to senior management

**4C Associates Ltd.** (Jan 2008 – Feb 2008). (Temporary position – 5 weeks). Recruitment Administrator

* Responsibility for all administration and correspondence related to the recruitment cycle
* Liase with senior mangement and selected recruitment agencies
* Organise interviews and perform aptitude tests for candidates at every stage of process

Siena Red Recruitment Consultancy. (Dec 2006 – Jan 2008). Permanent IT Recruitment Consultant

* Provided a consultative service to candidates and clients throughout every stage of the recruitment process
* Building and maintaining the .NET business area for Siena Red
* Lead / new business generation to build client base
* Established and maintained professional working relationships with candidates and clients
* Wrote daily recruitment adverts
* Regularly attended client meetings
* Carried out rates negotiation
* Management of client / candidate expectations
* Under pressure working to targets (KPI’s)
* Involved in training new recruits in sales methodology

**Foxtons Estate Agency.** (Jan 2006 – Dec 2006). Move Consultant

* Outbound sales calls (100 per day)
* Building rapport with customers to maximise sale
* Working to targets (Valuations, Instructions, and referrals)
* Extensive diary management for 4 valuers
* Working with a team for incentives but on individual commission
* Excellent work ethic (working 8.30am – 7.30pm and most weekends 8.30am – 5pm)
* Working in a highly competitive environment

# John Lewis Partnership. (July 2005 – Jan 2006). Sales Assistant

###### KEY SKILLS & ACHIEVEMENTS

Duke of Edinburgh Bronze award

Junior Sports Leadership award

Computer Literacy - I have good knowledge of Microsoft Office. I am proficient in MS Word, Excel, PowerPoint, Photoshop and Quark.

###### INTERESTS

I am very keen on current affairs. I regularly read the newspapers. I am fascinated by what is happening in the world around me.

Other interests are reading, art, travel, architecture, tennis and football.

**REFERENCES**

**Available on request**