Craig Grillanda

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To Whom It May Concern,

I am submitting this resume with the intention of obtaining a teaching position within one of your institutions. My native country is Canada and I am confident that you will find me to be an ideal candidate as my educational, work and life experiences have adequately prepared me for any of the challenges that the position may present.

Through my pursuit of a Bachelor of Commerce degree, I have obtained both the professional and interpersonal skills that will be paramount to my success in such a position. In addition, my academic achievements include a minor in General Sciences which has definitely strengthened my ability to comprehend abstract and complex concepts.

Beyond my academic interests, I am very enthusiastic about working with people. I have found that the most redeeming aspect in any of my past jobs has been the ability to interact with and help people. I have developed a strong sense of patience and understanding towards all individuals, which I believe to be essential for success in such a position.

In my first year of teaching, I have found it to be both extremely challenging and rewarding, as there is no one method that can be effective for every student. I have enjoyed observing and adapting to individual needs, and I feel like I have learned a great deal only one year. Through my experience, I am confident in my ability to teach many subjects, namely English, Business or any Science to a culturally diverse audience.

Furthermore, in my personal life I have always been extremely passionate about my endeavours. I have excelled as a competitive athlete for as long as I can remember. This has allowed me to travel extensively as a competitor and also volunteer my time as an instructor to those with less experience than myself.

Should you choose me as a prospective candidate, you will surely see that hard work, passion and a great attitude are the cornerstones of my personality. I anxiously anticipate your response and you should feel free to contact me at your convenience.

Thank you for your consideration.

Respectfully Yours,

Craig Grillanda

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| EDUCATION | |
|  | 2003-2006 Laurentian University Sudbury, ON  Commerce  ▪ Earned a Bachelor of Commerce degree with a concentration in Marketing as well as a minor in General Sciences. |
| WORK RELATED EXPERIENCE | |
|  | 2003-2006 Top Glove Boxing Academy Sudbury, ON  Boxing Instructor   1. Volunteered as a “Boxing for Fitness” instructor. 2. Taught children ages 7-14 the finer points of boxing, fitness and diet. 3. Acted as a mentor and as a positive role model to “troubled” younger members in the gym. |
| Work experience | |
|  | Nov. 2008 –Present International Language School Yong-In, Korea  ESL Teacher   1. Develop and implement lesson plans in accordance with an extremely learning-intensive curriculum. 2. Teach, evaluate and care for both Kindergarten and Elementary students through a wide array of English based classes. 3. Cater to the individual needs of very demanding parents in order to maintain a high level of customer satisfaction.   Apr. 2007-Oct. 2008 1-800-Got-Junk? Toronto, ON  Sales Representative/Driver   1. Manage an extremely demanding schedule provided by the world’s busiest junk removal company. 2. Estimate job size, build value and perform physical removal of “junk” to customer’s satisfaction.   Mar. 2006-Apr. 2007 Vector Marketing Montreal, QC  Assistant Manager/Recruiter   1. Recruit, interview, train, motivate and develop sales representatives, which included 10 top performers and 4 future management candidates. 2. Take new representatives on sales calls. 3. Assisted in development of a marketing strategy for company. 4. Performed all administrative tasks required, including preparing sales reports, managing inventory, preparing PowerPoint presentations for meetings, data entry and letters to upper management. |
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