## Objective

To Apply for any and all positions available relating directly to Teaching English as a foreign language.

## Profile

**Motivated, reliable, and determined individual.** A successful 5-year track record of private bookkeeping for a small business. Masters currently in progress in Political Science and Asian Studies at St. John’s University. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records.

**Flexible and versatile – able to maintain a sense of humor under pressure.** Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

## Skills Summary

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| --- | --- | --- |
| * Project Management * Written Correspondence * General Office Skills | * Computer Savvy * Customer Service * TOEFL certified | * Accounting/Bookkeeping * Insurance Billing * Professional Presentations |

## Professional Experience

Communication: Reports/Presentations/TEACHING

Prepare complex reports for Education , Government, and Asian studies departments at St. John’s University, ensuring full compliance with departmental requirements and tight deadlines.

Author professional correspondence to lobbies and interest groups.

Design and deliver series of classes for local immigrants based on concepts of adult education, providing one on one tutoring and educating students on proper grammar and syntax.

Conduct small-group sessions on communication techniques.

Communicate language concepts to students using layman’s terms to facilitate understanding.

DETAIL MASTERY & Organization

Manage all aspects of day-to-day operations as sole bookkeeper and accountant of Scott Olympia Contracting:.

* Client scheduling for busy construction firm averaging 15 appointments weekly.
* Finances: accounts payable/receivable, invoicing, insurance billing, budgeting.
* Compliance with all New York State, construction codes, and insurance requirements.

## Employment History

St. John’s University – Jamaica, NY

TOEFL Tutor, 2008 to Present

Scott olympia contracting – Newburgh,NY

Bookkeeper/accountant, 2003 to present

## Education

saint john’s university, jamaica, ny

BA/MA in progress

GPA: 3.5/4.0  
Double major in Political science/Asian studies  
Certified in first aid/CPR as well as TESL, TESOL, TEFL, and TOEFL teaching