**So Young Pak**

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**Educational Background**

***Georgia State University Atlanta, Georgia, USA 2005***

Bachelor of Science in Psychology

***Hillsong International Leadership College New South Wales, Australia 2008***

Certificate IV in Pastoral Leadership

**Related Working Experience**

***Poly School***  **Yongin, South Korea Current Position**

English Instructor

* Taught English to age six and seven year old kindergarten students through an immersion and folk tale class.
* Taught English through various subjects (reading, vocabulary, grammar, debate, speaking, writing and project based learning) to elementary students.
* Completed student observation forms, monthly report cards and conference reports.
* Evaluated and graded all homework, writing, journals, speeches, quizzes and projects.

***Primas Kids*  *Anyang, South Korea 2012- March 2013***

English Instructor

* Taught English to kindergarten and elementary students
* Prepared various curriculums and evaluations for subjects such as grammar, speaking, writing, reading, phonics, art, themed studies, science and cooking
* Mentored and developed student skills according to their needs
* Planned and organized instructional activities that facilitated active learning experience
* Worked collaboratively with other teachers and professionals to create lessons that met the learning needs and abilities of all student
* Assisted with planning, coordinating and executing special school events

***The Junior Chosun Anyang, South Korea 2012- 2013***

Head Copy-editor

* Acted as a liaison to coordinate duties and requests between *The Junior Chosun* editors via email correspondence
* Copy-edited English news articles for the *Chosun Ilbo – The Junior Chosun* edition for students via email correspondence

***Boston Language School*** ***Ansan, South Korea 2010-2011***

English Language Instructor

* Taught English to elementary and middle school students
* Prepared curriculum for various subjects such as for reading, writing, grammar, listening and speaking development
* Administered assessment testing and weekly student evaluations
* Implemented daily and unit lesson plans and analyzed class performance
* Fostered a classroom environment conducive to learning and promoting excellent student engagement

***C2 Educate Johns Creek, Georgia USA 2010***

Assistant Director

* Supported director with running daily operation of the educational center
* Managed calendar for director and scheduled sessions for students and instructors
* Maintained communication between centers, headquarters and director
* Acted as a first point of contact for visitors, vendors, parents and students
* Assisted with marketing distribution of materials for promotional events
* Updated company files, client databases and student records
* Mentored students with college application and standardized testing process

***Handong Global Univeristy Pohang, South Korea Summer 2009***

English Language Teacher

* Taught English at a summer English camp to elementary and middle school students
* Prepared curriculum for various subjects and administered assessment testing and student evaluations
* Created and implemented interactive activities and events with a team of ELT’s

***Hillsong Church NSW, Australia 2007-2008***

Intern

* Administrative assistant responsible for such as data entry of client files, organizing spaces, preparing for weekend services, special events and conferences
* Assisted event coordinators in venue set up and execution, head count, registration, catering, and distribution of promotional materials

***North Point Ministries******Alpharetta, GA USA 2005-2007***

*Preschool Lead Teacher*

* Taught preschool students in a safe, clean and nurturing learning environment
* Communicated progress of students to parents through progress reports
* Created and prepared curriculum according to the guidelines of the school
* Supervised assistant teacher in a classroom setting
* Worked together with team of teachers to build school curriculum ideas

**Technical Skills**

**Language Skills**: Fluent in English; Intermediate in Korean

**Operating and Program Skills**: Microsoft Windows, MacOSx, MS Office (Word, Excel, PPT, Outlook, etc.), Google docs