**Tracy C. Taylor**

**Current Address Permanent Address**

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**Education**

**Bachelor of Arts** in Political Science

Emphasis: International Political Relations

 University of Missouri-Columbia

Graduation Date: July 2009

**TESL teaching certificate – 100 hours**

International TEFL Teacher Training

Certificate received: September 2009

**Work Experience English Teacher**, Lang-li Global Language Institute, Gumi,

 South Korea; September 2010 - Present.

* Teach English to both children and adults.
* Create curriculum, tests and activities for classes.
* Write and file progress reports and other reports related to the job.
* Research different teaching methods and materials.

 **Assistant Manager**, Finish Line, St. Louis, Missouri and

 Fairview Heights, Illinois; January 2010 – August 2010.

* Served customers in a courteous manner.
* Handled customer service issues and employee problems.
* Trained new employees and taught them how to interact with customers professionally.
* Completed many company reports and organized important documents.

 **Sales Associate and Star Service Ambassador**, Macy’s, Columbia

 and St. Louis, Missouri; September 2008 – January 2010.

* Served customers in a timely and courteous manner.
* Organized various merchandise displays.
* Performed opening and closing procedures often.
* Handled customer service issues and employee problems.
* Trained new employees and taught them how to handle customer service issues.

**Swim Instructor**, self-employed, Chesterfield, Missouri; May 2005 –

July 2007.

- Taught children and adults in a small class setting.

* Created weekly curriculum and goals for children in order to help educate them in water safety and swimming skills.
* Communicated with parents about their child’s progress during sessions.

**Volunteer Experience**

 **Volunteer**, *Obama Campaign,* September-October 2008.

 **Volunteer**, *Tour of Missouri*, September 2007.