**Ashley Chiasson**

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**Personal Details**

Birth: Canada / 1987

Citizenship: Canadian

English Ability: Native Speaker

Marital Status: Single

Health: Excellent

**Education**

2012: **TESOL/TESL Certification (100 Hours)** *Halifax, Canada*

 Oxford Seminars

2005 - 2010: **Bachelor of Commerce** *Halifax, Canada*

 **Major: Human Resources**

 **Minor: Psychology**

 St. Mary's University

**Work History**

August 2012 – 2013: **English Teacher, Chungdahm Institute Imae Branch** *Bundang, Korea*

 - Teach 5 classes, ranging in ages from 8-14.

 - Responsible for classroom management, facilitating group work, reading, writing, speaking

 and listening skills.

 - Monthly student reports.

 - Facilitating achievement tests at end of 3 month terms.

March 2013 – August 2013: **English Teacher, Dongmyung Kindergarten** *Bundang, Korea*

 - Responsible for 6, 30 minute classes ranging in ages from 6-7.

 - Utilized the Kids Brown learning program for guiding lessons.

 - Participated in Parents Day.

March 2013 – August 2013: **English Teacher, Hongha Kindergarten** *Bundang, Korea*

 - Responsible for 6 classes ranging in ages from 5-7.

 - Utilized the Kids Brown learning program for guiding lessons.

 - Participated in Parents Day.

2010 – August 2012: **Accounts Receivable/Leasing Coordinator**, Office Interiors *Dartmouth, Canada*

* Collection of payments for over 5000 customer accounts; apply customer payments.
* Coordinate imaging equipment leasing deals. Responsible for dealing directly with outside leasing companies, obtaining all paperwork, invoicing customers for leasing deals and purchases.

2009 – August 2012: **Figure Skating Coach**, Sackville Skating Club *Lower Sackville, Canada*

* Jointly responsible for a maximum of 65 kids on the ice at a time. Developed and implemented lesson plans for individual skaters and groups.
* Coordinated skating sessions, performed administrative work for the skating club, attended competitions for skaters as their coach.

2008 - 2009: **Purchasing Coordinator**, Office Interiors *Dartmouth, Canada*

* Processed furniture orders, coordinated shipments and recorded information in computer system.
* Dealt directly with furniture suppliers. Assisted the inventory department and various other departments in the company to gain business experience.

2007 - 2008: **Front Desk Position**, St. Margarets Bay Centre *Tantallon, Canada*

* Responsible for opening and closing the facility as well as security of the facility.
* Coordinated facility rentals. In charge of cash register, collected swimming session payments, payments for public skates, swims, hockey games and various events.

2005 - 2008: **Figure Skating Coach**, St. Margaret's Bay Skating Club *Tantallon, Canada*

* Jointly responsible for a maximum of 65 kids on the ice at a time. Developed and implemented lesson plans for individual skaters and groups.
* Coordinated on ice and off ice sessions, and ice shows. Performed administrative work for the skating club, attended competitions for skaters as their coach.

2007: **Part Time Youth Caregiver**, Giant Steps Childrens Centre *Tantallon, Canada*

* Responsible for a number of children ages ranging from 2-11 years.
* Distributed snacks and lunches. Planned and carried out various activities for the children in the classroom

2004 - 2005: **Cashier**, Sobeys *Lower Sackville, Canada*

* Responsible for cash register, packaging of groceries, cashing checks, honoring coupons and sales
* Dealt with customers directly, always in a positive manner

**Volunteer Experience**

2007: **Various volunteer positions**, Canadian Figure Skating Championships *Halifax, Canada*

* Opened and closed the door for competitors getting on and off the ice.
* Patched ice between flights of skaters; hostess for the gala at the end of the competition.

2004: **Various volunteer positions**, Skate Canada International Competition *Halifax, Canada*

* Greeted skaters and coaches.
* Gave directions to all parts of facilities, looked after food station.

**Additional Skills & Experience**

Travel: Korea, Thailand, Philippines, France, Italy, England, Spain, United States, Cuba, Dominican Republic

Interests: Coaching figure skating, reading, watching movies and television

Skills: First Aid Certification, good verbal and written communication, interpersonal skills, attention to detail, hard working, customer service skills.

Professional Memberships: Skate Canada Professional Coaching Member

**References**

Available upon request