## Becky Brummer.jpg

Rebecca Brummer

D.O.B:

16.08.1991

ADDRESS:

 Wondang, Goyang City, South Korea

NATIONALITY:

New Zealand European

QUALIFICATIONS:

Bachelor of Commerce degree

University of Otago, New Zealand

Economics Major.

University entrance (2009)

NCEA Level 1,2 and 3

Woodford House, Havelock North (2005-2009)

Hold a current TESOL certificate, comprehensive first aid level 2 certificate, current life saving accompanied rescue badge, NZ Drivers License, life saving Bronze Star badge.

EXPERIENCE:

***-***Native English speaking teacher in Wondang, Goyang City

 ***Responsibilities***:Teaching korean students between the ages of 6-14 both basic and advanced English literature, conversational skills, writing, and spelling.

-MRI Assistant at Specialist Radiology and MRI Greenlane, NZ (2013-2014***)***

***Responsibilities***:Greeting patients, scanning referrals, making bookings, typing up documents, sending emails and answering phone calls, assisting patients to get changed ready for their MRI and assisting radiographers in their day to day duties.

-Economics tutor for University students (2011-2013)

***Responsibilities:*** Teaching university students level 1,2, and 3 Economics. This included both individuals and small groups.

-Personal Assistant to the CEO, Dreamband Ltd (2013)

***Responsibilities:*** Taking calls, sending emails, picking up and dropping off important documents, placing orders, typing up documents and managing budgets.

***-***Promotion staff and business relations, Dreamband Ltd (2013)

Dreamband is a company bases in Dunedin, New Zealand. They sell loyalty cards to thousands of University Students and young adults around the country.

Responsibilities :Organizing promotions and marketing campaigns. Building strong relationships with large firms affiliated with Dreamband including Mc Donald’s and Subway. This job requires excellent communication skills as you are constantly building on existing relationships as well as finding new clients.

-Promotion supervisor for Student flights. (2012)

***Responsibilities***: This involved leading a large team to carry out promotions.

-Volunteer work for Canteen (child cancer foundation) (2011,2012,2013)

***Responsibilities***: Collect for their annual appeal.

-Tennis coach, Havelock North Tennis Club (2008-2009)

***Responsibilities:*** Coaching larges groups of children between the ages of 7-10 tennis.

PERSONAL ATTRIBUTES:

I am reliable, I work well both under pressure and in a team environment. I am easy going, honest, self-motivated and approachable. I am a self-starter as im capable of organizing my time efficiently and can be relied upon to work unsupervised.

REFERENCES:

***Work References***

Kai Daniels

Founder and CEO of Dreamband

0276583307

Maureen Williams

Canteen Youth worker

maureenw@canteen.org.nz

03 433 4933

027971162

***Personal Reference***

Daniel Stevens

Virgin Airlines Pilot

0273140019