**Christy Chang\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: (010) 9802-2281 Email: bchang228@gmail.com

**Skills**

**Computer:** Microsoft Office, Abak, AutoCad

**Communication:** Strong interpersonal communication skills, excellent written and verbal communication skills, public speaking experience

**Business:** Organized, strong multi-tasking abilities, leadership ability, detail oriented, self-directed, team player, committed to the pursuit of excellence in work and learning

**Language:** Bi-lingual English/Korean

**Education:**

**Biology**

**BA: General Biology**  May 2008

Baylor University Waco, TX

**College of Arts and Sciences**

**Experience**

*SMOE Native English Teacher*  8/2008-8/2010

**Kwangwoon Middle School** Seoul, Korea

* Strategically planned and coordinated twenty two hours of lesson plans a week
* Maintained and managed three weeks of English camps twice a year.
* Performed open classes as well as demo classes for the district office and parents twice a year.
* Assisted in grading exams and performed English Speaking Tests
* Attended demo classes along with English workshops for the district

*Private English Tutor* 7/2004 – 7/2006

**Self-Employed** Waco, TX

* Assisted students with English homework including reading, writing, grammar, and vocabulary
* Supplemented English studies with separate texts
* Provided additional support with SAT and ACT preparation for high school students

*President*  8/2004– 5/2005

**Korean American Students Association**  Waco, TX

* Interviewed candidates to assess qualifications for officer positions
* Appointed officers and delegated duties
* Acted as mediator and resolved conflicts between officers
* Supervised coordination of all meetings and events
* Paid membership increased nearly 200% from previous year during tenure

*Secretary* 8/2002– 5/2003

**Korean American Students Association**  Waco, TX

* Assist President with all types of issues and problems
* Maintain records and list of previous/current members
* Acted as mediator and resolved conflicts between officers
* Assist coordination of all meetings and events

*ITManager*  2/2001 – 12/2001

**Chemcross Inc.** Houston, TX

* Edited, copied and ensured timely shipment of packages to clients
* Coordinated travel arrangements and entertainment for clients
* Maintained and updated database for company
* Revamped library with new and improved filing system

*Event Planner*  7/2001 – 2/2002

**Intercollegiate Korean American Conference: Texas** Austin, TX

* Strategically planned and coordinated crucial components of conference aimed at creating unity and raising awareness of Korean American issues
* Secured 30% of total funding
* Located venue for conference and negotiated price
* Supervised Promotions & Marketing Committee
* Conducted workshop and lead discussion for attendees

*English Instructor* 7/2000 – 7/2001

**Korean Central Presbyterian Church** Waco, TX

* Conducted English workshop aimed at helping Senior Citizens pass their citizenship test
* Implemented English curriculum as well as focused on basic American history
* Workshop consisted of reading, writing, and conversation skills pertinent to both the written and speaking portion of the citizenship exam
* Administered and evaluated practice tests

*Children English Instructor* 7/1999 – 7/2000

**Korean Central Presbyterian Church** Waco, TX

* Conducted English workshop every Sunday for 1st-2nd Grade
* Implemented English curriculum as well as focused on basic Bible studies
* Workshop consisted of reading and conversationseducating children on Bible studies
* Administered and evaluated practice tests