

**Cliff Powell Boyd**

2615 East Broad Street

Richmond, Virginia, 23223

United States of America

**Employment History**

**CRADA CIK International Academy, Seoul, South Korea**(May 2012 – March 2015)

English Teacher

* English Teacher of mainly six year old children for an international private academy
* Duties include daily teaching tasks such as reinforcement of phonics, vocabulary, reading and writing
* Develop a friendly yet professional relationship and rapport with students, parents and coworkers on a daily basis
* Develop lesson plans on a month to month basis to indicate the activities and lessons that would be taking place in the classroom
* Complete detailed and descriptive progress reports about each student every month
* Conduct meetings with parents to discuss their children’s progress in the classroom

**Virginia Commonwealth University, Richmond, VA** (December 2010 - Present)

Racquet stringer and assistant to tennis team

* String tennis racquets for consistently successful Division 1 NCAA mens and womens tennis teams
* General team assistant and hitting partner

**Spanish Tutor(self employed)**(September 2010 – Present)

* Tutor of Spanish to beginning level Spanish language students at Virginia Commonwealth University in Richmond, Virginia
* Work one on one with college students in sessions of 30 minutes to an hour for them to better understand the Spanish language
* Come up with lesson plans and mock tests and conversation guidelines to reinforce knowledge

**Edo's Squid, Richmond, VA**(September 2010 – Present)

Host

* In charge of seating and arranging of guests in a high end, high turnover, and extremely busy restaurant
* Responsibilities are mainly customer service oriented, tasks include greeting and seating guests, taking reservations, organization of section logs, and clearing and cleaning of tables

**Sette, Richmond, VA**(August 2009 – July 2010)

Cook

* Responsible for preparation of all menu items in a high volume Italian Style Restaurant
* Responsible for mixing and cooking of speciality and delicate foods

**Mai Sushi, Richmond, VA**(May 2006 – September 2008)

Server

* Responsible for basic serving duties in small yet very busy and high end Japanese Restaurant
* In charge of all customer service aspects of restaurant, including waiting on tables, greeting and seating guests, and all telephone inquiries

**Racket Club West, Lancaster, PA**(October 2005 – March 2006)

Tennis Instructor

* Instructed basic fundamentals of the sport of tennis to elementary, middle and high school age kids in clinics of 4 or more
* Assisted in coaching of clinics with head pros of Club

**Steve MacPherson Inc., Midlothian, VA**(December 2002 - December 2005)

General Laborer

* Performed physically demanding assorted labor jobs including yard maintenance, brick laying and fence building

Education

**Virginia Commonwealth University, Richmond VA**(September 2006 – December 2009)

* B.A. In International Studies with a concentration in Social Relations in International Perspective and a minor in Spanish
* Graduation Date: December 2009

**University Of Barcelona, Barcelona, Spain**(January 2009 – May 2009)

* Took classes in international studies and Spanish language that counted towards degree at Virginia Commonwealth University

**Millersville University, Lancaster, PA**(September 2004 - May 2006)

* Studied Radio and TV production on a scholarship for tennis

**James River High School, Chesterfield, VA**(2000-2004)

* Graduated with honors in 2004

Skills

* Proficient in Spanish having traveled and lived in Spanish speaking countries on numerous occasions and studying the Spanish language in school
* Extremely proficient in the sport of tennis, having played my entire life, participated in countless regional and national tournaments, gaining accolades on the regional and national level, earned scholarship to Millersville University where I played #2 singles and #1 doubles on a competitive division 2 school for 2 years, also played #1 on high school team for all 4 years
* Experienced musician, actively recording and performing guitarist in multiple groups for over 10 years
* Have done much domestic and overseas traveling, including many countries in Europe and Asia thus garnering a better understanding of customs and sensibilities of other cultures to become a more rounded and open person
* I am always very open to different cultures and ways of life and relish any opportunity I can do immerse myself in things that are unfamiliar
* Proficient with Microsoft Office Suite, Windows and Mac OS, and many other forms of social media

(References available upon request)