**Curriculum Vitae**



**Name:** Leigh O’Brien (Jeon HoYeoung)

**D.O.B:** 1985/05/16

**Address:** 302/70-10 Dusan-Dong, Suseoung-Gu Daegu.

**Ph no:** 010-9916-2179

**Email:** leigh-1985@bigpond.com

**Nationality:** Australian.

**Citizenship:** Australian.

**Country of Birth**: Republic of Korea

Documents

F4 Visa: *expiry - 2017.10.08*.

Alien Registration Card: *expiry - 2017.10.08.*

Australian Passport: *expiry - 13.09.2023.*

Australian Citizenship: *current no expiry.*

Certificates

T.E.S.O.L Diploma 120hrs. 2014/11 *(Academy of Language and Training Canada)*

Certificate 111 in Commercial Cookery. 2004/03/14 *( 3 yr degree at the University of William Angliss Institute)*

Certificate 111 in Retail/Customer Service. 2014/02/14 *( 100 hrs Tubal Training)*

Special Skills

**Personality and Professional traits are:**

* Highly motivated and productive to reach high success
* Outgoing and enthusiastic to any task
* Very dependable and reliable
* Versatile and extremely hard working
* Extremely adaptable: able to quickly to new surroundings and new conditions
* Great team player, whilst also highly skilled at working unsupervised

**I am excellently skilled in staff training and teaching apprentices.**

* 9 yrs of training apprentices chefs in Commercial Cookery
* 2 yrs of training and developing skill sets in Retail and Customer Service

**I am highly skilled in computers:**

* Advanced in Microsoft Excel
* Advanced in Microsoft Word
* Proficient in S.A.P
* Excellent at most POS systems
* Excellent in internet search and research
* Excellent at Email correspondence and communication

Volunteer work

*2013-2014 self volunteered to people need assistance though social networking and word of mouth.*

For my last 18months in Australia I spent my free time (normally 6-8 hrs a week) volunteering and helping people from Korea, Taiwan and Hong Kong that where newly immigrated to Australia. My volunteer work was highly flexible and specific to each person’s needs. It normally involved helping them settle and establish a new life in Australia. My usually goals where to gain them new employment and helping them organize their general everyday personal things, or any other tasks they required.

**This included:**

* Helping them seek employment.
* Resume writing.
* Going with them to places of employment.
* Basic interpretation.
* Phone communication.
* Opening bank accounts, and telephone contracts.
* Arranging appointments (medical, financial, counseling).

In this time I also did English language exchange with native Koreans.

Employment History

***Assistant English Teacher***

**Employed by a Korean English Language Tutor**

Casual employment. Daegu, South Korea.

October 25th 2014 - Current

**Description:**

Assisting a private bilingual English tutor in group classes of 4 high school students. Focus points being on free speaking, grammar, confidence building in communication, and using English in real life situations.

***English Language Tutor***

**Self employed.**

Casual employment. Daegu, South Korea.

October 30th 2014 – Current.

**Description:**

Private 1on1 tutoring to kindergarten aged children. No book study methods as such of, rather role plays, incorporating relia to topic points, flash cards, fun games, colouring, tracing, games and fun activities. My philosophies on teaching kindergarten aged children are, to make the lesson fun and memorable whilst still having aim and objectives. Learning for them and teaching for me is much more effective through, pictures, hand on activities, and playful interaction.

***English Language Tutor:***

**Self employed.**

Casual employment: Karratha W.A. Australia

March 2013 – September 2014.

**Description:**

This job was normally specialized around improving English in Speakers of Another Language. Most students had proficient reading and writing skills, so I would normally only concentrate on their needs which were developing there communication, speaking and listening skills. I found this to be highly rewarding and very satisfying. It was also my start into realising I wanted to change my career and pursue an English language teaching career.

***Senior Retail Sales and Customer Service.***

**Video Ezy Karratha.** Karratha W.A. Australia

Permanent Part time Employment. May 2013 – September 2014.

**Description:**

This was a new career for my after being a chef for 12 years; to move to another personal passion of mine was great. Working in job in film, T.V. and video game media was highly enjoyable and exciting experience for me. This enjoyment was also reflected in my job performance. I was always the highest achieving staff member in sales month after month. Also I was always receiving great end of month reports in customer service, job task performances and junior staff training and skill development.

During my time of employment I received a Certificate 111in Retail and Customer Service, though onsite training and outside study.

**Logistic Administrator:**

**CEVA Logistics and Freight.** Karratha, W.A. Australia

Permanent Part time employment.

March 2014 – September 2014.

**Description:**

Logistics, correspondence and admin for the CEVA Karatha branch. Ceva is an international company. Externally my job involved national correspondence to our head state office on incoming and outgoing freight. Internal task also included car deliveries, record keeping, customer communication, booking and service.

This job provided me with becoming very efficient in communication and correspondence, further advancing my computer program skills and with general administrative work.

*References*

**Son Uenmi.** Ph (010-774-8522)

Employer, Head Tutor.

**Kate Pratt.** Ph (08) 91856110. Email: jarradkate@bigpond.com

Video Ezy Manager Maratha

**Greg Keene**. Email: Keene1@hotmail.com

Logistics Supervisor at CEVA Maratha.