Chanmi Iris Park

# Qualifications Summary

* Fluent in English and Korean
* Intermediate knowledge in Spanish and Mandarin
* Remarkable ability to lead and train staff and students
* Strong organization and analytical skills
* Excellent interpersonal and communication skills

# Professional Education

**2004 - 2010 University of Toronto (St. George Campus)**

* Bachelor of Arts in Psychology and East Asian Studies

# Professional Experience

**September 2010** **Part-time** **English Instructor**, Jung Soojin English Academy, Korea

**– Present**

* Teaching different types(Speaking, Listening, Reading) of English to Elementary and Middle school students
* Providing exciting and fun environment to motivate the students to learn well
* Creating challenging, yet stimulating, course work for each student

**April – June 2010 Administrative Coordinator/Translator,** Eyeshot Media, Toronto

* Responded to inquiries from clients about services in Korean and in English
* Answered the telephone and transfer calls to the appropriate individuals or department
* Translated business letters into Korean that the President writes for Korean clients
* Provided administrative support to the president of the company and sales department with a demonstrated ability to improvise and meet demanding deadlines
* Planned and coordinated daily schedule for the technicians in the operations department

**August 2009 Conversational English Instructor,** Yanbian University of Science and

**- December 2009** Technology, Yanbian, China

* + Developed course contents according to the University policies
  + Delivered lectures and presentations to approximately 80 students in four different course sections
  + Led discussion groups to help students improve debating skills
  + Created challenging course work and stimulating exercises while engaging active learning techniques
  + Provided clarification on difficult concepts and inspired students to achieve academic success
  + Provided tutoring after school hours to assist students in need of greater attention

**Summer 2008 Part-time English Teacher,** NY English Academy, Korea

* Taught conversational English to elementary students
* Created classroom environment that was stimulating, encouraging, and adaptive to student needs
* Prepared objectives and outlines for courses of study and assisted in developing curriculum

**2003-2008 Tutor,** Various Locations,Toronto

* Assisted students in all school subjects while focusing in improving listening, writing and reading skills in English
* Guided students in developing independent learning skills as well as critical thinking skills
* Provided support and encouragement for students undergoing stress and frustration
* Ensured that students met their goals and achieved academic progress

**Summer 2006 Summer Camp Counselor,** Toronto City Mission, Toronto

* Organized age-appropriate recreational activities for children of ages 5-12
* Supervised various camp activities including arts, crafts, and music activities
* Showed patience and care towards students in need of extra attention
* Set a good example for students by staying positive, supportive and energetic
* Ensured a fun and safe atmosphere for the students
* Consistently encouraged all participants to stay cooperative, enthusiastic and respectful of others in group activities

# Volunteer work

**Summer 2007 Korean-English Interpreter/Translator,** Matthew House, Toronto

* + Interpreted Korean into English and vice versa for North Korean refugees
  + Translated Matthew House Guideline Handbook into English
  + Developed ability to translate culture-bound expressions through alternative interpreting methods