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| Jennifer J. Lee  ID_1.jpg | | |
| 41-25 Centerville #B01  Yeoksam1dong, Gangnamgu Seoul 135-924 | | |
| 010.5520.2610 [berryjenn@hotmail.com](mailto:berryjenn@hotmail.com) | | |
| *D.O.B. 02/19/1976*  *Nationality: U.S.A.* | | |
| Experience Summary | * Experienced in developing curriculum in private and public schools. * Created a complete English Immersion Program and taught all the classes, which enabled the students to approach Social Studies, World History, Science, Language Arts, Reading, Math, Grammar, TOEFL Essay, Creative Writing, TEPS, Conversation English, and Art in English using American textbooks. * Continued to teach Business English throughout. * Translated for teachers and students. | |
| Education | Jones Middle School  Irving High School  B.F.A. in Interior Design, University of North Texas | 1991  1995  2000 |
| American TESOL Advanced Certification, *The American TESOL Institute*  **American TESOL for Children Certification**, *The American TESOL Institute* | 2006  2006 |
| Teaching Experience | Native English Teacher – *Seoi Elementary School*, Gangnam   * Taught English as a native teacher. * Taught Summer & Winter Camps.   **Native English Instructor** – Master Club, Ansansi   * Taught as a Native English Teacher * Created a complete set of Immersion Program Curriculum and taught all area of subjects, which included Language Arts, Science, Social Studies, World History, Art, Math, Grammar, TOEFL Essay Writing, Creative Writing, Conversation English, Reading, TEPS, Research & Presentation Skills. * Taught Microsoft Word and Excel for teachers | 2009 - 2011 |
| 2007-2009 |
|  | English Language Instructor – Ansan Il College, Ansansi   * Taught as a Native English Teacher * Taught Teachers Continuing Education Program for Gyunggido public school teachers   English Teaching Methods  Native English Teacher – *Walgot Elementary School, Si-heung*   * Taught English as a native teacher * Remodeled the Language Room and created and managed an English Library * Created syllabi for Demo Classes and presented them for Siheung and Ansan cities. * Taught and managed After School Program. * Taught Summer & Winter Camps. * Taught Teachers English Teaching Methods and Conversation English weekly. * Judge for the Shiheungsi English Speech Competition | 2007 |
| *2006-2007* |
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|  | Native Teacher/Homeroom Teacher – Wonderland/G1230, Incheon   * Homeroom Teacher for Wonderland GIS and Trinity * Homeroom Teacher for Wonderland Gate * Native English Teacher for G1230 and taught TOEFL essay for Minsa Classes. * MC for the Annual Debate Competition   **Native English Teachers Team Manager/Native Teacher**– Kim Min Seok English School, Pyung-Chon   * Managed the Native English Teachers Team including curriculum development. * Taught Conversation English, Writing, and CNN Listening Class * In charge of all translations   **Math Teacher**– *Chungsol International School,* Pyung-Chon   * Native English Teacher * Math Teacher using American Textbooks (K-9) | 2006 |
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| *2003-2004* |
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| AdditionalProfessional Experience | Interior Designer – J.L Interior Design, Seattle, WA   * Design and coordinate, administer projects, and work with subcontractors * Residential designs-furniture purchasing and layout, window coverings, wall coverings, artworks and accessories, mural painting, and other custom design works | 2002 - 2003 |
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|  | Interior Designer**/Contractor Position**– Sunterra Pacific Resort, Seattle, WA   * Presentation boards for Resorts in the West coast for upcoming annual meeting (23 sample presentation boards within the limited time given) * Trained the designers of mat board cutting method and making sample board techniques   Office Manager – *Cedar Building Service, Inc.****,*** Renton, WA   * In charge of Human Resources Accounting, and Purchasing * Main contact person for Customer Service and Care * Translation | 2002 |
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|  | Project Coordinator – Designtex Enterprises, Dallas, TX   * Project Coordinator of the Hospitality and Residential Design Industry (Design & Contract Firm) * The scope of work includes designing, interior furnishing, remodeling public and guest spaces of hotels, specifications, quotes, client meeting, and coordinating projects.   **Sr. Recruiter/Translator**– New World Services & Consulting, Inc., Irving, TX   * Translated for developing a web page for e-Commerce client * Search candidate * Conduct interviews * Negotiate between client and candidate * Contact new clients and acquire new requisitions   **Interior Design Intern**– *BOKA Powell,* Addison, TX   * Commercial & Retail Architectural/Design Firm * Prepare board and material for client presentation * Organize the sample room and update the library * Program the Project Numbering System * Color rendering * Select fabrics, furniture, light fixtures, wall coverings, ceiling tiles, floor coverings, etc.   **AutoCAD Technician Intern**– *City of Denton,* Denton, TX   * Intern position in the Electrical Engineering Department * Organize and update As-Built Drawings, DRC Drawings, Construction Drawings, and Bids * Created Development Review Committee Agendas and DRC maps | 2001 |
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| *1998-1999* |
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|  | Delta Airline – Delta Airline Cargo & Luggae Company, Dallas, TX   * Employment verification * Hostess at Delta Crown Room | 1995 |
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| Skills | * Microsoft Word, Excel, Access, PowerPoint * AutoCAD * Corel Pro, Photoshop, Illustrator, ACT 5.0 * Bilingual - Fluent both in English and Korean * Excellent written and typing skills in English and Korean * Extensive experience in translation and interpretation | |
| Awards | * Awarded by Irving Art Association and Scholarship from Exxon Corporation in 1995 * Awarded Nelda Lee Scholarship through the School of Visual Art at the University of North Texas * Named to list of the National Dean’s List of academic achievement * Awarded Scholarship from the International Furnishings and Design Association’s Educational Foundation in 1999 * Won the Dean’s award and prize from the School of Visual Arts at the University of North Texas in 2000 | |
| Reference  * Kim Shinhee, *Seoi Elementary School* Co-teacher 2009-2010: (010) 9351-1512 * Kim Jinhee, *Seoi Elementary School* Co-teacher 2010-2011: (010) 9135-1101 * Whang Gyu Jung, *Nohnhyun Elementary School* After school class co-teacher: (010) 7252-4349 * Mr. Lee Sae Jin, *V.P. of Walgot Elementary School*: (017) 394-4118 * Kim Tae Yun, *Walgot Elementary School* Co-teacher: (010) 6800-2273 [nary07@hanmail.net](mailto:nary07@hanmail.net) * Dr. Paul H Eun, *MD*: [paulheun@msn.com](mailto:paulheun@msn.com) * Dr. Alfred H. Baucom , *Former* *Interior Design Professor at the University of North Texas*: (214) 521-7608 [abaucom21@hotmail.com](mailto:abaucom21@hotmail.com) * Ian Gauvreau, *Suwon University ESL Professor*: (010) 8683-312 [iangauvreau@hotmail.com](mailto:iangauvreau@hotmail.com) * Hee Jung Yun, *Representative of Siheungsi Public School English Program*: (010) 2001-7820 [dahengchatgi@yahoo.co.kr](mailto:dahengchatgi@yahoo.co.kr) * June Young Oh, *Former Director of CIS Institute*: (011) 357-8755 | | |