

Maja Srndic

# Overview of Qualifications

* 2+ years (640+ hours) of Teaching Assistant experience
* Center for Teaching, Learning and Educational Technologies Basic TA Certificate
* Experience working with mature students, adolocents, and children
* Multilingual: Serbo-Croatian (fluent) and German (intermediate)

# Skills

**Student Support**

* **CTLET Teacher Assistant Certification** – taking courses on cultural sensitivity, accommodation of students with disabilities, preparation of students for tests, objective marking, and ethical dilemmas in teaching
* Creating informational handouts on essay and thesis writing, brainstorming, MLA, APA and Chicago referencing guides
* Supporting students one-on-one to develop time management, note-taking, writing, and studying skills
* Proofreading and editing student essays and assignments
* Facilitating study groups for students
* Instructing and helping students with learning disabilities
* Catering to different styles of learning

# Experience

## Brock University, St. Catharines, Canada

## Teaching Assistant, Marker/Grader, Research Assistant September 2008-August 2011

* Facilitating 2-9 seminars weekly, 15-20 students for each seminar
* Preparing discussion topics and encouraging participation
* Maintaining a positive and friendly environment in the seminars
* Keeping records of students’ assigned marks
* Creating grading rubrics and evaluating student performance
* Proctoring exams
* Researching multi-media images using online sources, academic library databases, and visual arts books
* Compiling annotated bibliographies
* Assisting in presenting the material to students and professors

## Gerk/Montini Family, Grossenluder, Germany

## Au Pair April 2008-July 2008

* Looking after four children, ranging from 5-13 in age
* Assisting the children with their assignments
* Creating and supervising activities
* Tutoring and helping with English homework
* Ensuring that the children performed the necessary exercises to better their learning abilities

## Russell Books, Victoria, Canada

## Sales Clerk March 2012-present

* Providing friendly customer service
* Organizing and categorizing the main floor inventory
* Answering inquiries over the phone and email
* Training new staff members
* Performing cash out for the main store

# Education

## Master of Arts: Studies in Comparative Literatures and Arts

Brock University—St. Catharines, ON 2009-2010

## Master of Arts: Comparative Philosophy

Brock University—St. Catharines, ON 2008-2009

## Bachelor of Arts: Philosophy

DePaul University—Chicago, IL 2003-2007

# References

Provided upon request

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September 15, 2013

To Whom It May Concern:

I am pleased to have the opportunity to apply for ESL/EFL couple’s position (with Cale Noonan) in South Korea. My work experience as a teaching assistant and an au pair make me a suitable candidate for this role.

While working at Brock University as a teaching assistant, I encountered a multitude of students with different expectations, demands, and personalities. Despite all of these differences, I engaged their attention and explained the lecture material successfully—using real life examples and current events. I created an open environment where the students were allowed to question and voice their views.

To provide additional support for students, I often held more than ten office hours a week. This encouraged a lot of students to come and speak to me about assignments, essay writing, studying techniques, note taking, and test anxiety. I also tutored English to children while working as an au pair in Germany, and often had to help some of the university students with academic writing and public speaking. As a result, I have experience instructing a wide range of ages.

I also took great care to follow the instructions of the professors under whose supervision I was working. I marked the assignments according to the professors’ guidelines, and assisted them in managing student records.

I hope to be considered for ESL/EFL positions to apply the skills I’ve obtained and learned. I have included my resume and a recent photo with this application. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Maja Srndic