

Matthew Catlin

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**OBJECTIVE** Seeking a position Teaching English as a foreign language in South Korea

**EDUCATION Bachelor of Science, Business Administration** 2012

Emphasis in Management and Human Resource Management

Columbia College, Columbia, MO

**CERTIFICATION** ITTT120 hour TEFL Certificate2013

**DOCUMENTS**

**ON HAND** Original copy of degree with apostle

Federal background check, with apostle

Multiple copies of sealed transcripts

Letters of recommendation

TEFL certification 120 hour

F-4 visa

## WORK

**EXPERIENCE Jantec Inc. Manager** 2009-2013

Department of Public Works, Fort Leonard Wood, MO

* Instructed new employees in day to day operations.

**U.S. Army Instructor** 2004-2008

Dongducheon, South Korea

* Trained U.S and Korean soldiers.
* Supervised training of U.S. and Korean personnel.
* Partnered with KATUSA soldiers at all times.
* Stationed in Korea for four years living off base.

**Ivitt Labs**  2001-2002

Ivitt Labs, Seoul, South Korea

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* Provided conversational English to Ivitt Labs employees.
* Assisted in teaching at a winter business camp for elementary and grade school students hosted by Ivitt Labs.

**PERSONAL**

**INFORMATION** Place of Birth Seoul, South Korea

Date of Birth 9 March 1982

Country of Citizenship United States of America

Native Language English

Marital Status Married

**KOREAN**

**VISA**  F-4 Visa In hand