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**MICHAEL G. CURRIE**

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UK address: 1-368 Kirkstall Road (rear), Leeds, W/Yorkshire, LS4 2HQ

*E-2 Visa holder and University Graduate with a broad range of experience with Educational, Administrational, Customer-service, Technical, Design work; in Academic, Office,*

*Clerical and Power-plant environments. Self-motivated, talented and hardworking,*

*I am currently living in Korea and looking for a new teaching position.*

**Teaching experience**

* **EiE, Mapo-gu, Seoul – September 2014 to present day**Kindergarten and afterschool English teaching for children, aged 4 to 14. Very busy schedule and also teaching children with learning difficulties, starting hours were 9am to 6pm, every weekday.
Has now changed to a part time role, with the company focusing mainly on afterschool teaching (2-6pm).
* **Kangnam Academy, Gwanak-gu, Seoul – June 2013 to August 2014**
Afterschool English teaching for children, aged 6 to 14.
* **Other experience -**
During the Summer of 1998, I worked for 3 and a half months at the Howgill Centre in Whitehaven, Cumbria. This was a voluntary role I undertook, looking after children with disabilities and special needs.
I worked with a varying range of special needs, ranging from autism to cerebral palsy.
Main aspects of the role involved; setting up workshops, introducing new methods of learning to classes and general day-to-day care.
* Fully TEFL Trained (140 Hour qualification)

**Other Employment Experience:**

***01/03/11 – 30/04/2013:* Freelance Graphic Designer**

* Poster, Flier and logo designs for a variety of different clients.
* Basic Web Design for clients/small companies, mainly in the Leeds area.
* Professional, creative and innovative outcome on every piece of work assigned to date.
* Extensive knowledge of most design software and operating systems.

***07/09/10 – 26/02/11:* Ministry of Justice (Transactional HR team), Leeds – Senior Administrational Officer.**

* Deputised for Team Leader in several occasions.
* Correction and verification of staff records with the civil service’s MOJ database transfer project.
* Carefully balanced blend of team work, investigation, competency and working to one’s own initiative to meet the team’s targets within strict monthly deadlines.
* Establishing key contacts within the Justice and Legal System; to provide team efficiency.

**-Attended University, Graduated- 14/07/10-**

***13/07/06 – 15/09/06:* VOSA (Department for Transport), Leeds – Administrational Clerk**

* General assistance and support for all teams in the company offices.
* Integral part of a busy office environment.
* Use of initiative and persuasiveness in dealing with client issues as well as resolving worries/issues of the company directive.

**-Began University- 19/09/05-**

***21/02/04 – 17/09/05:* BNFL (British Nuclear Fuels Ltd), Sellafield - Senior Technical Administrator**

 **Active Area Services/Site Services**

* Central role in admin team, important in connection with senior plant management and overseeing monthly Key Performance Indicators.
* Provided assistance and IT support for Shift Team Leaders and Management Support Team in busy environment. Key assistant to Area Manager.
* Focused on building trusting relationships with customers and colleagues.
* Ordering and distribution of safety equipment to relevant clients on site.

***21/08/01 – 18/02/04:* BNFL (British Nuclear Fuels Ltd), Sellafield - Senior Technical Assistant**

 **Thorp B570 Works Control Centre**

* Distribution and recording of Plant Work Orders for managers in Power Plant.
* Responsible for staff task allocation whilst remaining business focused, ensuring self-motivation of staff.
* Involved in planning and room set up for corporate businesses and private functions under time restrictions.

***11/12/00 – 21/6/01:* BNFL/COSR (British Nuclear Fuels Ltd/Safety Records), Sellafield - Clerical Assistant**

* Locating/ distributing documents requested by BNFL-Risley and documents to the relevant client.
* Organisational, admin and general clerical tasks taken on a day to day basis.
* Helped team members with any queries that may have arisen.

**Education:**

* 1991 - 1996 Whitehaven School
* 1996 - 1997 Whitehaven School 6th Form
* 1998 - 1999 West Cumbria College (WCC), Workington
* 2005 - 2010 Leeds University

**Qualifications:**

* Bachelor of Science, Multimedia Technology/Graphic Design (hons)- Leeds University

Graduated- 14/07/2010

* **Master Teaching English as a Foreign Language (140 hours) - 25/02/2013**
* NVQ Level 2 Business & Administration – West Cumbria College (25/11/2000)

NVQ Level 2 Electrical Installation (City and Guilds).

EEB Electronic Systems and Servicing (City and Guilds)

West Cumbria College- 15/9/1998 – 20/06/1999.

* GNVQ Level 2 Leisure and Tourism (inc Welcome Host Certificate)

Whitehaven School 6th form- 7/9/1996 -16/6/1997.

* 9 GCSEs Taken at Whitehaven School- 1996.

**Work related courses**

* Classified Workers (Completed 27/3/01)
* Customer Relations and Satisfaction (Completed 19/4/01)
* IOSHH Working Safely, Lifting and Handling (Completed 23/05/02)

**Hobbies and interests:**

* Playing football, Gym, Reading, Art and Digital/creative Media production.

**Referees:** Available on request. **Design Portfolio:** Available on request.