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| **Minji** **(Elly) Kim** 1 Wilmington Pl. Forresthill, Auckland, New ZealandMobile: +64 21 0227 2617 Email: minjiya94@hotmail.com |   |

PERSONAL PROFILE

I am a motivated, adaptable and responsible student in the first year of BEd (Teaching) degree at the Auckland University of Technology. I am currently majoring in Early Childhood Education.

My career objective is to broaden my experience and skills in an Early Childhood Centre to utilize my theoretical and practical skills in a centre that can strongly broaden my capabilities. I believe that my strongest assets are professional attitude, adaptability and willingness to learn. I wish to set solid foundations for my Early Childhood Education career.

KEY COMPETENCIES AND SKILLS

# Computer Skills

* Microsoft Office (Word, Excel, PowerPoint, Publisher, FrontPage)
* Comfortable with POS software
* Fast learner of new tools utilized in computer

#  Leadership and Teamwork

* Cooperating with and supporting other members with care and trust
* Promote harmonious environments to promote efficiency
* Managing and organising to arrange tasks to enable all members to be fully engaged in relative projects

# Personnel

* Fun to work with
* Responsible for my role
* Able to adapt instantly to any kind of working environment and atmosphere

# Communication Skills

* Communication skills developed from practicums with staffs at the Centres
* Fluent in two languages; Korean and English
* Customer focused communication skills with active listening and empathy

EDUCATION SUMMARY

**Auckland University of Technology**

* Bachelor of Education, Early Childhood Education **2015 – present**

# Westlake Girls High School 2008 - 2012

* School Concert Band playing as Flutist
* Cultural day Leader for Korean fan dancing

EMPLOYMENT SUMMARY

**Sunnynook Early Childhood Centre**  **May 2015 – Sep 2015**

Student Teacher

* Taught pre-school kids (8month-5years old) in local community centre

# General Issue Store Jun 2014 – Dec 2014

Retail Assistant

* Preparation of advertisement methods with co-workers
* Processing sales and assisting the counter
* Answering customer enquiries through effective communication

**Sunday School Teacher** **Jan 2013 – Mar 2014**

* Taught pre-school and primary kids in local community church

# Private Tutoring 2011 - 2013

* Tutored high school students varying from Year 11 – 13 in Mathematics
* Time management skills from preparing materials
* Building good interaction with students and promote efficiently

REFERENCES

Referees available on request.