Rachel McNelis

Seoul, South Korea

**Objective**

To obtain a position in the field of social and human services utilizing my strong interpersonal, organizational, and creative skills while maintaining the ability to organize and prioritize tasks.

**Education**

**B.S. in Psychology** 5/2008

Gardner-Webb University – Boiling Springs, NC

**Experience**

Willy Campus Seoul, South Korea 2/2011-current

**English Teacher**

* Planned and developed a developmentally and culturally appropriate curriculum.
* Performed administrative duties, such as filling out and processing necessary paperwork and information.
* Planned and implemented social and educational programs for students.
* Taught basic skills such as color, shape, number and letter recognition.
* Implemented a positive discipline plan which promoted responsibility and accountability.
* Organized and lead activities designed to promote physical, mental and social development.

Encore English School Bucheon, Korea 2/2010-2/2011

**English Teacher**

* Planned and developed a developmentally and culturally appropriate curriculum.
* Performed administrative duties, such as filling out and processing necessary paperwork and information.
* Planned and implemented social and educational programs for students.
* Taught basic skills such as color, shape, number and letter recognition.
* Implemented a positive discipline plan which promoted responsibility and accountability.
* Organized and lead activities designed to promote physical, mental and social development.

Eastern North Carolina School for the Deaf, Wilson, NC

**Residential Life Trainer** 9/2008-5/2009

* Implemented a positive discipline plan which promoted responsibility, problem solving, and accountability.
* Organized and lead activities designed to promote physical, mental and social development,
* Planned and developed a developmentally and culturally appropriate curriculum.
* Performed administrative duties, such as filling out and processing necessary paperwork and information.
* Responsible for supervising a residential community of 16 deaf high school students
* Planned and implemented social and educational programs for the residents.
* Provided counseling, crisis response and conflict resolution to residents.

Tutor Time Child Care/ Learning Centers, Durham, NC 6/2008-8/2008

**Assistant teacher/ Summer Camp Counselor**

* Responsible for the daily care of children from birth to grade 8.
* Taught basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Implemented a positive discipline plan which promoted responsibility, problem solving, and accountability.
* Organized and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trip
* Planned and developed a developmentally and culturally appropriate curriculum.

Gardner-Webb University, Boiling Springs, NC 8/2005-12/2005, 8/2007-5/2008

**Resident Advisor**

* Performed administrative duties, such as filling out and processing necessary paperwork and information.
* Responsible for supervising a residential community of 25 undergraduates.
* Planned and implemented social and educational programs for the residents.
* Provided counseling, crisis response and conflict resolution to residents.

 Children’s Academy, Cary, NC (Seasonal) 6/2006-8/2006

**Lead Teacher**

* Taught basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Implemented a positive discipline plan which promoted responsibility, problem solving, and accountability.
* Organized and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
* Planned and developed a developmentally and culturally appropriate curriculum.

Gardner-Webb University, Boiling Springs, NC 1/2006-5/2007

**Administrative Assistant**

* Responsible for managing, organizing, scheduling and maintaining information for the Department of Housing and Resident Education.
* Used photocopiers, fax machines, typewriters and personal computers to create spreadsheets, compose email, manage databases, maintain paper and electronic files, create documents and handle travel arrangements.
* Trained new employees and recognized as “go–to” person for dealing with difficult customers.

**Honors & Organizations**

President’s List - Spring 2008

Dean’s List - Fall 2007

Resident Assistant of the Year (Nominated) - 2007-2008

**Languages**

American Sign Language, Beginner Korean and Thai

Dear future employer,

 I am applying for an ESL teaching position. I have about 3 and a half years of teaching experience. I had taught preschool for about 6 months in the USA before coming to Korea to teach English. I have worked with ages ranging from 2 to 13. I have taught beginner English all the way to advance. I am currently looking for a suitable position in Korea working with youth or young adults. I am excited to share some of my knowledge and also gain more knowledge working in Korea.

I do not currently have a TEFL/TOSEL degree, but I will be willing to complete a course if necessary. I currently reside in Seoul, South Korea. If I am a suitable candidate for this position the best way to reach me is by phone or email. Thank you for your time and consideration.

Respectfully yours,

Rachel McNelis

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