**Patricia Joyce Savage - English Teacher - American**

Seoul, South Korea

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**Date of birth: 06/11/1947. Date available to start: April/May 2010**

**EDUCATION**

Bachelor of Arts, The Evergreen State College, Olympia, Washington, June 2008. Major: Social and Economic Development

**TEACHING EXPERIENCE**

**English Teacher August 2009 – present**

Pictionary Education, Goyang –Do, South Korea

* Teach English and pronunciation of North American dialect to 80 students ages 5-30
* Conduct twice weekly English classes for Parents with emphasis on practical speaking, reading and writing skill building
* Prepare daily lesson plans and creative activities, administer weekly tests, and created innovative multi-disciplinary daily homework assignments
* Conduct and lead art activity classes as well as outdoor learning activities
* Write extensive monthly student evaluations
* Organize holiday parties for children
* Create and implement administrative forms and charts; document teaching instructions and coursework goals for all newly created classes; chair weekly staff meeting with Minute recording and processing

**English Teacher 2007 - 2009**

EF International Language School, Olympia, Washington, USA

* Coordinated and taught weekly American Culture course, Summer 2007.
* Greet incoming international students at international airport, assist them while in airport and escort campus and/or host families.
* Chaperone and van driver for field trips with students.

**PROFESSIONAL SKILLS AND ABILITIES**

***Administrative:***

1. management of managers calendars and schedules in Outlook
2. word-processing correspondence, documents, and emails
3. maintenance and creation of manual and electronic filing systems
4. maintenance of existing data systems
5. coordinate international and domestic travel and reconcile expenses
6. experience with governmental agencies and regulations
7. manage new hire paperwork and records
8. administrative assistance and institution direction to faculty, staff and students in medical departments in two universities
9. administered academic files and provided administrative support for three physicians and an Associate Dean
10. instituted, maintained and utilized electronic distribution system of current government health services grant/funding announcements monthly to 160 faculty
11. recorded, transcribed and distributed Minutes of bi-monthly faculty meetings and annual faculty reviews
12. collected, processed and distributed bi-monthly retail floor set and graphic presentation manual to 40 retail chain stores in United States and Canada

***Project Management:***

1. coordinated and organized agenda and PowerPoint presentations for weekly national company-wide review of new cellular phone product capabilities and expansion projects
2. developed and implemented for 4 hospitals the medical department’s monthly rotation On Call Schedule for residents and attending physicians
3. coordinated weekly 5-10 candidate interviews encompassing travel, accommodations, meeting schedules and expense monitoring
4. tracked employment-specific contracts developed for executive recruitment
5. managed e-recruiting sites, set up and monitored new accounts, adding weekly 10+ positions, on several biotech sites and general sites
6. managed timely, cost-effective, U.S. and Canadian retail store print advertising production schedule and distribution of inshore signs, photos and visual aids
7. monitored and submitted required Washington State Outside Work For Compensation accountability forms for 60 faculty
8. processed and proofed revisions of medical book on multiple sclerosis
9. negotiated with multiple vendors pricing, print timetables, order placing and safe and cost effective ship methods for U.S. and Canadian retail store graphic packages and visual aids
10. liaison retail division product specific advertising schedules with buyers, artists, department heads and vice presidents

***Office and Technical:***

1. proficient with MS Word, MS Office, Outlook and web research; experienced with Excel, Access, GroupWise, and ACT!; familiarity with database management, Oracle financials and Banner. Trained in PowerPoint and GIS
2. proficient with all standard office machinery

**WORK EXPERIENCE**

2009 - **Recording Secretary**, Puget Sound Meeting Services, Olympia, Washington. Part-time. Minute taking and transcription service provided to city governments and State government agencies.

1999-2003 Administrative Assistant through temporary agencies\*, and freelance, via Woods & Associates LLP, Parker Services, Molly Brown Service, Volt Services and Adecco in Bellevue and Redmond, Washington area:

1. **Assistant Coordinator/Data Manager**, Offices of Development and Negotiations, Supply Management and Enterprise Business Support, AT&T Wireless, Redmond, WA. *April 2002 – September 2003*
2. **Assistant** to Director of Sales Support and the Sales Specialists, SpaceLabs (medical monitoring & clinical information system company), Redmond, WA. *March 2002*
3. **Executive Assistant** to President, Vivendi (global gaming video industry), Bellevue, WA. *February 2002*
4. **Administrative Assistant**, Controllers Office, SAFECO (national insurance company), Redmond, WA. *November 2001 – January 2002*
5. Several short term assignments, Bellevue, WA. *October 2001*
6. **Administrative Assistant**, New Services & Network Capabilities, AT&T Wireless, Redmond, WA. *September 2001*
7. **Administrative Assistant** to VP of Sales, SpaceLabs, Redmond, WA. *August 2001*
8. **Administrative Assistant**, ER and Psych Unit Directors, Overlake Hospital, Bellevue, WA *and* **Administrative Assistant**, Kenworth (national truck manufacturer), Bellevue, WA. *July 2001*
9. **Administrative Assistant**, Puget Sound Energy, Bellevue, WA. *January - June 2001*
10. **Administrative Assistant**, Regulatory Affairs, Western Wireless, Bellevue, WA. *July 2000 - January 2001*
11. **Human Resources Recruiting Assistant**, T-Mobile, Bellevue, WA. *April – July 2000*
12. **Human Resources Administrative Assistant**, Rosetta Inpharmatics (biotech firm), Kirkland, WA. *December 1999 – April 2000*

*May - November 1999* Secretary Senior, School of Medicine, University of Washington, Seattle

*1996-1999* Administrative Assistant, Woods & Associates, LLP and Parker Services

*1987-1996* Secretary Senior, School of Medicine and School of Public Health and Community Medicine, University of Washington, Seattle

*1984-1987* Administrative Marketing Assistant, Eddie Bauer, Redmond