**TARA BEISWANGER**

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***OBJECTIVE***

To obtain a position in Seoul, as an English Instructor, where I can apply my teaching experience, education, and communicative skills in a challenging environment that offers room for growth and opportunity.

***EDUCATION***

**Bachelor of Arts in Communication and Culture (2004)**

*University of Calgary*, Calgary, AB

Key Courses: Communication Studies, Canadian Studies, Sociology, and History of First Nations

Designated World Area: Native North America

Degree requirements resulted in:

           Excellent organizational and research skills

           Improved communication both orally and in written form

           The ability to think critically, act logically, and apply specialized knowledge from a number of fields

**Summer Language Bursary Program Certificate (2002)**

**Programme court d’apprentissage du fran\_ais pour non-francophone**

*Universit\_ du Qu\_bec \_ Trois-Rivi\_res*, Trois-Rivi\_res, QC

Key Courses: Apprentissage du fran\_ais \_l\_mentaire III and Apprentissage du fran\_ais \_l\_mentaire IV

           Attended an intensive full-time French Immersion course

           Wrote and edited articles in French for the campus newspaper

**General Arts and Science Certificate (2001)**

*Mount Royal College*, Calgary, AB

Key Courses: Anthropology, Women’s Studies, Computer Sciences, and French

           Completed a broad range of courses in the arts and sciences to gain a well-rounded education

***SKILLS***

           Communication (excellent oral and written skills)

           Efficiency and thoroughness (optimizing time and resources ensuring high quality work)

           Planning and prioritizing/visionary (proactively anticipating challenges while prioritizing urgent issues)

           Relationship building (positive interaction with others)

           Service orientation (provides excellent customer service)

           Computer (MS Word, Excel, PowerPoint, Quick Office Commander, Internet Explorer)

***PROFESSIONAL TRAINING***

Indigenous Visions Workshop \_ Carol Crow (2007)

The Power of Professionalism \_ The First Seven Seconds by Influence (2006)

Alberta Tourism Education Council, 70 hours (1998)

Alberta Best Staff Customer Service Seminar (1998)

***WORK EXPERIENCE***

**Sarah’s English Academy**, Seoul, South Korea

English Instructor \_ Full-time (2007- 2008)

         Taught spoken and written English to Korean elementary students of various levels

* Developed and assisted in preparing student lesson plans, workbooks, games, activities, and exams
* Produced a quarterly academy newsletter for our student/parent audience

         Delivered teaching seminars to staff on specific text-book lines

         Thoroughly evaluated students through level tests and report cards

**Golder Associates Ltd.,** Calgary, AB

*Administrative Assistant*, Cultural Sciences Group, Environmental Assessment Division

\_ Full time (2006 \_ 2007)

         Performed efficient, accurate and timely editing and formatting of archaeological and sociological reports, ensuring they were “camera-ready” for final print

         Served as a member of the consultation team on socio-economic issues for the Peace River Oil \_ Blue Sky Upgrader Project 2007

         Coordinated public consultation projects, involving multiple stakeholders

         Wrote, edited, and prepared a variety of communications materials including newsletters, bulletins and briefing notes

         Assisted in project coordination with project and group managers

         Performed general administrative function including: word processing, maintaining calendars, organizing travel arrangements, calculating and submitting employee expenses

**GEOS Language Corporation,** Osaka, Japan

*English Instructor* \_ Full-time (2004 \_ 2006)

           Taught English conversation to Japanese students of various ages, levels, and occupations

           Participated in ongoing TEFL (Teaching English as a Foreign Language) and business training

           Developed and assisted in preparing student lesson plans, games, activities, and exams

           Facilitated weekly staff meetings and acted as school liaison

           Maintained extensive student attendance and financial portfolios

           Consistently maintained a high student renewal and satisfaction rate

**RE/MAX Realty Professionals,** Calgary, AB

*Receptionist* \_ Part-time & Full-time Summers (2001 \_ 2004, 2006 - 2007)

           Operated a multi-line switchboard, answering, forwarding, and paging approximately 400 calls per day

           Created records of new real estate listings, ordering land titles, and handling amendments, extensions, and terminations of listings

           Composed and transcribed a variety of written material where terminology and formatting require sound judgment and skill

           Assisted in the development and implementation of office procedures

           Responsible for the training of new employees

           Proven ability to deal with multiple tasks under pressure in a fast paced environment

**RE/MAX Realty Professionals,** Calgary, AB

*Conveyancing Secretary* \_ Part-time & Summers (2001 \_ 2002)

           Paid out all real estate transactions to office associates and outside real estate companies

           Kept an accurate account of all accounts due including advances and bill payments

           Ordered and kept inventory of all stationary and legal documents

           Proven ability to pay attention to detail and accuracy of work, along with strong organization and time management skills

**Canada Safeway Limited,** Calgary, AB

*Bakery Sales Clerk* \_ Part-time (1996 \_ 2001)

           Decorated, packaged, and displayed in-store bakery products

           Provided exceptional customer service

           Took ownership of customer needs and problems with empathy

           Achieved monthly customer service goals, maintaining 100% accuracy

           Provided orientation and training for new employees

**Wintergreen Ski and Golf Resort,** Bragg Creek, AB

*Customer Service Representative* \_ Full-time (1998 \_ 1999)

           Scheduled lessons and organized group meetings

           Sold lift tickets and handled rental fees

           Entered confidential customer information into a nation-wide system

           Directed incoming calls and greeted internal and external guests

           Performed general office duties