**David Kim**

1217, 69-2 Sangnam-dong Changwon, Gyungsangnam-do, South Korea 641-010

Tel: 010-6365-8518 Email: davkim465@gmail.com

**Education** **TESOL/TESL Certification (140 Hours)**

 **Specialization in Teaching Business English**

 Oxford Seminars *Toronto, Canada*

 August 2012

 **Bachelor of Commerce**

 **Major: Management**

 **Minor: Economics**

 University of Toronto *Toronto, Canada*

 September 2007 - June 2012

**Work ESL Instructor**

**History** Chungdahm Learning *Changwon, Korea*

 February 2013 – February 2014 (Expected)

* Prepared and taught English lesson plans to ESL students of different ages and different skill sets in a clear and effective manner.
* Instilled a motivating and encouraging classroom by developing active listening skills and building personal connections with students.

 **Administrative Officer**

 Canadian Institute of Theoretical Astrophysics *Toronto, Canada*

 May 2012 - July 2012

* Provide general office management and support by preparing and generating appropriate reports.
* Responsible for heavy calendar management, requiring interaction with both internal and external faculty and postdoctoral fellows to coordinate meetings, seminars, and conferences.

 **Video Editor**

 Canadian Institute of Theoretical Astrophysics *Toronto, Canada*

 August 2008 - August 2012

* Solely responsible for meeting and preparing guest speakers in preparation for their seminar by communicating set up procedures and orienting guests of the facilities.
* Gather raw footage, audio, and electronic slides in order to create a final video file that is presented in an organized and cohesive manner to be uploaded onto the CITA website.

 **Assistant Camp Instructor**

 Camp U of T *Toronto, Canada*

 July 2007 - August 2010

* Provided leadership and guidance to campers aged 6-14 through a variety of sports, activities, and lesson plans.
* Assisted in lesson planning for science, music, drama, forensic science, business, and sports medicine; adapting lesson plans to ensure participation of all campers.

**Additional Skills** Interests: Enjoys volleyball, basketball, photography, piano, advertising, and marketing

**Experiences** Skills: Strong work ethic, time management, organized, people management, Microsoft Office (Word, Excel, Power Point)

**References** Available upon request