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| Nadine jeffries | | |
| 2265 Madison AvE. Apt.205 / Montreal,CANADA / H4B 2T5 / 514-619-2354 / dflymontreal@gmail.com | | |
| Objective | | |
| To work in a positive and healthy environment, helping employers reach company goals using expertise I have acquired through past experience. To continue expanding my knowledge and skill set, while working productively in a team or individually.  SKILLS PROFILE   * Specialized Customer Service * High Etiquette training * Communication & Liaisons * Patience and Understanding * Artistic Direction & Visual Aesthetics * Organization / Quality Control * Personal Assistance / Event Planning * International Work and Travel * Leadership & Independence | | |
| ESL Employment history | | |
| 2003 to 2004 | Spell Read Canada | Guangzhou, CHINA |
| private English instructor   * Specialized ESL Teaching Program * Pilot Program teaching Children & Adults * Small Groups & One-on-One Experience * Fulltime Contract Placement * Training /System Requirements * Private School Specialization * Only two Canadian candidates chosen for the position   I completed a full time work contract in Guangzhou China, teaching with small groups of Primary age children in a Private school. I also worked with Chinese adult students, teaching Business and regular curriculum, One-on-One.  I was responsible for a Specialized Curriculum being tested by a Canadian company, based on the English Phonetic Sound System. My work included testing the curriculum on all students, evaluating their progress, and summarizing my experience in an end term report, submitted to Spell Read Canada, upon completion of my contract. I learned a great deal about Chinese culture, Asian students, and living and working in a foreign country. I had a very positive experience teaching English the first time, and look forward to working overseas again.   |  | | --- | | languages | | ENGLISH – Native Speaker, Mother Tongue Strong command of the English language. Advanced Reading, Writing, Public Speaking, Essay, Business, Product Description, Editing, Teaching ESL.  FRENCH – Second LanguageIntermediate FSL, Reading, Writing, Comprehension, Conversational.  A S S E T S  Professional, Reliable, Creative, Trustworthy, Innovative, Entrepreneurial, Independent, Adaptable | | FURTHER EMPLOYMENT HISTORY AND EXPERIENCE | | | |
| 2012 to 2013 | ADT – Secure Assure Inc. | Montreal, CANADA |
| Lead Generator   * Appointment Confirmations * Tele-Sales and Advertising * Customer Service and Care * Training / Initiation | | |
| 2010 to 2012 | Victoria Park Health Club | Montreal, CANADA |
| Spa Hostess   * Assistant to Spa Director * Liaison to Clients / Service Providers * Tours of Spa & Health Club * Inventory /Stock – Quality Control | | |
| 2006 to 2007 | Le Challenger Golf Club | Montreal, CANADA |
| High End Server /Hostess   * Banquet, Wedding, Fine Dining Service * Corporate, Cocktail, Special Events * Meet & Greets, Tours, VIP Service * Quality Customer Care | | |
| Education | | |
| 1995 - 2000 | ***Concordia University*** | Montreal, CANADA |
| Bachelor of Fine Art (B.F.A)   * Specialization Art Education - Studio Art * Minor in Multi Media / Photography, Video Editing & Sound   2003 – 2004 ***Spell Read Canada*** *Charlottetown, CANADA*  SPECIALIZED ESL TRAINING   * Phonetic Sound System * Lessons Plans and Program Development * Preparation for Pilot Program Overseas   2013- 2014 ***Dawson College*** *Montreal, CANADA*  INDEPENDENT STUDIES - Humanities & Internationalism   * Sociology, Evolutionary & Positive Psychology * World Views, Culture & World Religions * Business and Entrepreneurialism * French (FSL) Second Language   Additional Skills Power Point, WordPerfect, Social Networking, Digital Photography, Photo editing, Art & Design, Music, Textiles, Sewing, Detail Work, Documentation, Organization, Conflict Control and Mediation.  **Thank you / Nadine Jeffries** – Montreal, CANADA 514-619-2354 [dflymontreal@gmail.com](mailto:dflymontreal@gmail.com) Skype ID: DFLY Montreal/NadineJeffries  REFERENCES AVAILABLE UPON REQUEST  .     |  | | --- | |  | |  | |  | | | |
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