

**COLLEEN BONG**

DOB: 03.11.1994

Nationality: Australian

Email: colleenbong@gmail.com

Number: +61 421 990 096

Skype ID: live:colleenbong

**PERSONAL PROFILE**

I am a friendly, hard-working and organised individual with demonstrated experience in teaching middle and high school aged students. I am passionate about understanding the needs of each student and creating a fun and welcoming classroom environment. Thanks to my educational and corporate experience, I am highly efficient at developing creative presentation material and keeping my audience engaged during presentations. I believe that I can adapt to new environments well and am excited to combine my interest in Korean culture with my teaching skills.

**EDUCATION**

**CURTIN UNIVERSITY OF TECHNOLOGY**

Master of Business Administration (Global) 2016-2018

* Key coursework: marketing, management consultancy, business development, international business.

**UNIVERSITY OF WESTERN AUSTRALIA**

Bachelor of Arts (Political Science & Korean Language and Cultural Studies) 2012-2015

* Awarded the 2016 Cha Ung Yu Arirang Prize for graduating student demonstrating top performance in Korean studies.
* Key coursework: foreign policy, political systems, legal systems.

**SEOUL NATIONAL UNIVERSITY**

Exchange Program 2014

* Awarded SNU Language Institute Excellence Award.
* Key coursework: Korean language, Korean culture political science, game theory.

**VOLUNTEER POSITIONS**

**YOUTH MINISTRY HEAD TEACHER | AMPLIFY YOUTH GROUP** 2018-2021

* Designed yearly curriculum and weekly lesson plans for students.
* Provided training and ongoing mentorship to new teachers.
* Communicated with parents regarding curriculum and student progress.
* Organised weekly meetings, community fundraisers and student camps.

**YOUTH MINISTRY TEACHER | KINGDOM LIGHT YOUTH** 2012-2017

* Provided counselling and support to school students in one-on-one and group situations.
* Created and facilitated student activities, engaging behavioural management strategies as needed. Community Engagement portfolio member (2017-2018): raised awareness of social issues through event
* management, initiating community engagement opportunities and management of child sponsorship project.
* Logistics portfolio member (2015-2017): clearly communicated with senior leadership to coordinate schedules, manage resources and promptly meet deadlines for events.

**PROFESSIONAL EXPERIENCE**

**COMMUNICATIONS & MARKETING COORDINATOR** 2019-Present

**KINGDOM LIGHT CHRISTIAN CENTRE**

* Spearheaded and implemented digital response to COVID-19 through creation of organisation's YouTube channel and strategic social media presence.
* Independently executed design and launch of new webpage, contributing to increased community awareness and new memberships.
* Contributed to creation and success of several community classes through effective print and digital advertising. Responsible for regular creation of social media content and strategic copywriting according to varying target audience and platform.

**SUPERVISOR** 2012-2019

**SUBWAY PERTH TRAIN STATION**

* Delivered excellent customer service whilst achieving
* cross selling figures resulting in highest add-on sales in WA.
* Effectively supervised and trained junior staff, increasing productivity and efficiency.
* Operated effectively with a team and independently under high-paced settings.

**CAMPAIGN MARKETING INTERN** 2015

**WALK FREE FOUNDATION**

* Collaborated with social movement team to manage social media platforms, resulting in effective engagement with current and potential supporters.

**ADMINISTRATIVE ASSISTANT** 2013-2016

**SUNRISE TRADING PTY LTD**

* Professionally assisted with client engagement and management through phone, mail and bookkeeping organisation.

**KEY SKILLS & CERTIFICATIONS**

* TEFL Certification (120 hour Dux TEFL)
* TOPIK LEVEL 4 Korean
* Working with Children’s Check (WA State certification to work with minors)
* Graphic design: Canva & Photoshop.
* Content editing: Microsoft Office Suite & Premiere Pro.
* Adaptability.
* Attention to detail.
* Time management.
* Project management, communication & teamwork skills.