

Crystal Gulotta

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**Objective**

To teach foreign students the American English language as far as reading, listening, writing and reading skills. To share my culture with my students as well as learn about my students’ culture.

**Education**

**Bachelors of Science** in Business Administration with a concentration in Psychological Development. I graduated Summa Cum Laude.

04/2006-04/2007

American Intercontinental University Hoffman Estates, IL

1. Related coursework: Decision Making, Economics in a Global Environment, Concepts in Organizational Behavior, Statistical Analysis, Managerial Accounting and Organizational Controls, Financial Management, Social and Organizational Psychology, Employee Training and Development, and Global Strategic Management
2. GPA-4.0

**Associate of Arts** in Business Administration08/2005-03/2006

Hoffman Estates, IL

American InterContinental University

1. Related coursework: Business and Society, Management and Leadership, Communications, Presentations, Fundamentals of Business Law, Ethics
2. GPA-4.0

**TEFL certified-100 hours from ITTT**

**Technical Skills**

Windows 95 / 98 /2000 / XP, Word, Excel, PowerPoint, Outlook, printers, and fax machines.

**Work Experience**

Cho Dong Gil 09/2008-09/2009

Pohang, South Korea

1 Teaching students ages 8-24

Introduction to English at University

Created lessons, handled discipline problems

Chung Dahm Institute 06/2007-06/2008

Pohang, South Korea

1. Teaching students ages 8-16

Winchester Modular Housing 03/2007-05/2007

Winsted, Connecticut

1. Filed client’s paperwork
2. Organized office
3. Liaison for Owner and other personnel
4. Faxed information

CVS Pharmacy

Gainesville, Florida 08/2005-11/2005

1. Developed Photographs
2. Brought customer service up
3. Cleaned machines
4. Supervised
5. Brought error level down in backroom

Target-Office Clerk

Gainesville, Florida 09/2004-08/2005

1. Directed calls, created charts and reports
2. Filed weekly sales reports
3. Organized interviews
4. Created new hire packets for incoming employees.
5. Created and organized phone records for employees

Estate Management-Supervisor

Sheffield, Massachusetts 08/2000-09/2004

1. Created landscapes
2. Cleaned homes
3. Provided clients with invoices

4 Supervised employees

**Organizations/Volunteer**

Eliam Baptist Church – Volunteer

Melrose, Florida 1998-1999

1. Mission trips to help teach children

**Scholarships Received in High School**

Rotary Club of Great Barrington, Picard-Troro scholarship, Sheffield Kiwanis; education assistance award, Southern Berkshire education association scholarship