Jimin Lim

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214-872-0495

2504 Meadow Hills Lane

Plano, Texas 75093

**EDUCATION**

***Abilene Christian University, Abilene, TX* September 2006-December 2010**

Major: International Studies (East Asia Focus); Minor: English and Communications

Degree Granted: Bachelor of Arts. Overall GPA: 3.70

***Plano West Senior High School, Plano, TX*  September 2004-May 2006**

Diploma Granted: High School Diploma

**EXPERIENCE**

 **Avalon English, Paju, Gyeonggi, South Korea January 2012-Present *TOEFL Writing Instructor***

* Gave TOEFL result orientated lessons with textbooks and instructions provided by the Avalon Headquarters.
* Taught about 80 elementary and middle school students in various English levels.
* Corrected and revised students’ essays and gave individual feedbacks instructing for writing fluency.

**Nishimoto Trading Co., Ltd., Lewisville, TX April 2011-December 2011**

 ***Bilingual Accounting Clerk***

* Performed daily reporting of cash flow forecasting to the headquarters, verifying all payments and details of customer transactions to accounts.
* Handled all customer inquiries regarding account balance and payment and processed credit card payments and bank deposits.
* Provided language support to Korean clients and vendors.

**Buan Elementary School, Buan, South Korea**  **July 2009-June 2010**

 ***Afterschool ESL Teacher (1st-6th grade)***

* Taught English to 1st to 6th graders and developed supplementary teaching materials to enhance teaching and learning.
* Collaborated with faculty and administrators receiving advices and teaching strategies.
* Evaluated and documented students’ progress and reported it monthly to the supervising teacher.

 **Edwards Hall at Abilene Christian University, Abilene, TX August 2008-December 2009**

 ***Residence Hall Desk Manager***

* Assisted sophomore college students with dormitory necessities.
* Checked students in and out and reported any irregularities to the supervisor.
* Provided information to students and guests.

**Eastfield College, Mesquite, TX Summer 2008 *Chemistry Lab Assistant***

* Prepared and executed daily duties for chemistry lab classes.
* Checked inventory and students’ lab materials.
* Ensured of lab compliances by other lab assistances.

 **Abilene High School, Abilene, TX August 2008-May 2009**

 ***ESL Teacher’s Assistant (Volunteering)***

* Assisted students with class assignments by answering and clarifying questions.
* Graded students’ homework, quizzes, and tests.