

**KRISTA TSE**

**Notice Period:** 4 weeks .

**Preferences:** Public (SMOE), Private (Hagwons)

Native English speaker

Experience in Inter-Class English Debates, Public / Choral / Solo Verse Speaking Competitions, and Oral

Presentations

Distinction averages throughout High School and University (Bachelor & Masters) in Australia

Experience in teaching both native English-speaking (Australia) and non English-speaking (Hong Kong)

children

Over 4 years of full-time corporate experience, with day-to-day cross-border / -cultural interactions with

English-speaking senior executives including CEOs, Directors, and Senior Managers

**EDUCATION &TRAINING**

**TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL) Certificate Current**

(Expected completion: prior to the acceptance of a full-time teaching position)

**EXECUTIVE SEARCH RESEARCHER AND**

**ASSOCIATE CERTIFICATION PROGRAM Current**

***Association of Executive Search Consultant (AESC)***

(All modules completed, due for examination)

**MASTER OF APPLIED COMMERCE – MANAGEMENT 2007 to 2008**

***University of Melbourne*** – No 1 University in Australia as ranked by the ***Times***

***Higher Education***

Distinction average

**BACHELOR OF COMMERCE – MARKETING (EXTENDED MAJOR) 2004 to 2006**

***Queensland University of Technology***,

Brisbane – The only Australian Business

School with Triple Crown Accreditation

Distinction average

Was placed in the Top 15% of all undergraduates

Member of the ***Golden Key International Honour Society*** - a non-profit,

invitation only honors organisation

**ADVANCED READING SKILLS 2003**

***ICS Learning Group*** and ***Redeemer Lutheran College***, Brisbane, Australia

**Year 10 – 12 2001 to 2003**

***Redeemer Lutheran College***, Brisbane, Australia

Academic Honours Awards

**CERTIFICATE IN ENGLISH LANGUAGE PROFICIENCY 2001**

***Loyola Mary Mount University***, Los Angeles, California, United States

**PRIMARY 5 TO FORM 2 1997 to 2001**

***St Paul’s Convent School***, Causeway Bay, Hong Kong

Experience in Inter-Class English Debates, as well as Public Speaking

Competitions, Solo Verse Speaking Competitions, Choral Speaking

Competitions held by the Hong Kong Schools Music and Speech Association

 *(Previously in Australia)*

**COMPUTER SKILLS**

Highly computer literate - Touch-typing at up to 80wpm (as tested by Boston Kennedy – Feb 2009), and

competent in the use of Microsoft Office Suite (advanced formatting)

**LANGUAGES**

English – Native

Cantonese – Native

Mandarin – Basic

Korean – Commencing Beginner Level (Ewha Korean – curriculum developed by renowned Ewha Women’s

University)

**TEACHING EXPERIENCE**

 **HEADSTART GROUP LIMITED, HONG KONG Feb to Jun 2012**

***Headstart Group Limited*** is a premier English language education institution with

a network of more than 130 kindergartens, primary and secondary schools in

Hong Kong. In addition to being a program provider, ***Headstart Group Limited*** is

also a curriculum developer, teacher trainer and material publisher.

**English Teacher (K1 to K3, 3 to 5-year olds), SunIsland**

**Kindergarten, Tung Chung (Teacher Student Ratio 1:10)**

A part-time teaching position, focused on the delivery of the ‘English

Wonderland’ program to children aged between 3 to 5 years old. Responsibilities

included:

Cultivating a fun, active, and relaxed learning environment by engaging

students in a variety of singing, dancing and warm-up activities (i.e. games)

Explaining the use of key vocabularies, and the formation of basic sentence

structures

Through story-telling, assisting students in assessing the background and

personality of each character, and moral behind each story

Teaching the alphabets, with emphasis placed on the recognition of the

sound, shape, and strokes

Eliciting the creativity in students through encouraging active participation

in brain-storming activities

Tailoring teaching strategies and preparing additional class materials to

cater for the specific needs of a class or a student

Mastering the use of multimedia to ensure smooth rundowns of lesson plans

Ensuring all activities carried out are aimed at promoting physical (visual,

hearing, speech) and emotional development (intellectual / social) in

young children

Ensuring that an appropriate level of language (i.e. use of words, tone of

voice) and body language (including eye-contact) are used throughout the

lessons

Managing the discipline and misbehavior of students within a classroom

setting

**SUNNYBANK HILLS CHILDCARE CENTRE, BRISBANE, AUSTRALIA Oct 2002**

Located in the south side of Brisbane, ***Sunnybank Hills Childcare Centre*** is a

suburban childcare centre which offers special care to young children prior to

their admittances to Primary Schools. The Centre provides structured day-to-day

activities aimed at social integration amongst, and self-discipline in children in

their early years of development.

**Childcare Assistant (Kindy Group)**

A student placement opportunity, focused on assisting in the supervision of the

‘Kindy Group’ with children aged between 2 to 3 years old. The role entailed

responsibilities similar to the ones above but in an Assistant capacity. As the

Childcare Centre provides full-day childcare services, the role also involved

catering for the physical and emotional needs of the children during outdoor

playtimes, naptimes, morning / afternoon teas and lunches.

**OTHER CORPORATE EXPERIENCE**

KORN/FERRY FUTURESTEP, HONG KONG Feb 2012 to Current

***Futurestep***, a ***Korn/Ferry*** company, is the global industry leader in high impact

recruitment solutions with more than 800+ professionals in 39 offices across 20

countries. ***Korn/Ferry International***, headquartered in Los Angeles, is the world's

largest executive search firm.

**Talent Consultant, Project Recruitment**

A partnership with ***Nissan Infiniti*** to acquire new talent for their new Global

Headquarters in Hong Kong. Responsibilities include:

Attending briefings with HR and Hiring Managers across 6 corporate

functions to understand specific recruitment needs

Writing and posting clear and concise job advertisements on various online

advertising platforms to attract high caliber candidates to the positions

Undertaking high volume sourcing activities through internal / external

channels

Handling position-related queries and providing ongoing client and

candidate care

Screening / interviewing applicants in accordance with predefined key

selection criteria

Scheduling Skype / videoconference interviews to connect overseas

candidates with clients

Facilitating in the candidate negotiation process to ensure final acceptance

of offers

Compiling Progress / Candidate Reports and providing key updates to HR in

both Hong Kong and Japan on a bi/weekly basis

Maintaining database integrity via accurate input of key data

**JO FISHER EXECUTIVE, MELBOURNE, AUSTRALIA**

**Feb 2009 to Nov 2011**

***Jo Fisher Executive*** is a leading Australian and New Zealand executive search

and human capital advisory services firm, specialising in retained executive

search for senior leadership, management, functional, board, clinical and

academic appointments across a broad range of sectors. It is a member of the

***AESC*** (the international body representing the executive search industry) and the

exclusive Australian partner of ***IMD International Search Group***.

**Para Consultant**

An end-to-end project-management role, providing critical support to Senior

Consultants in the execution of executive search assignments. Responsibilities

included:

Attending client briefings to obtain a clear understanding of the parameters

of the searches and the client’s specific requirements

Conducting thorough network, database and desktop research to compile

extensive target and source lists

Managing sourcing and referral activities with the aim of providing tailored

solutions in response to the client’s brief and the unique challenges each

assignment presents

Handling position-related queries and providing ongoing client and

candidate care

Utilizing professional, clear and concise writing skills in development job

advertisements, position descriptions, and all relevant reports as required

throughout the search process

Writing proposals and tenders based on a sound knowledge of the firm’s

differentiators and track record, combined with an understanding of the

prospective client’s position, organization and industry

4

Preparing for business development meetings and competitive pitches by

compiling extensive research and data from various sources

Managing advertising quotes of up to AUD$30,000 and liaising with the firm’s

external advertising agency for the production and placement of

advertisements

Maintaining database integrity via accurate input of data which reflect

search activities

Initiating and undertaking other process improvement activities

Assisting with the development of new business streams

Acting as the key liaison point for the firm’s interaction with members of the

IMD International Search Group

Training of new staff on all aspects of the search cycle including the use of

the firm’s executive search database FileFinder

**INTERNATIONAL CUSTOMER LOYALTY PROGRAMS (ICLP), Dec 2007 to Feb 2008**

**HONG KONG**

With14 wholly owned offices worldwide; ***ICLP (International Customer Loyalty***

***Programs)*** is a global loyalty-marketing agency specialized in delivering worldclass

loyalty marketing solutions aimed at creating, retaining and growing

profitable relationships on behalf of its clients.

**Summer Intern, Client Servicing Team**

A student internship opportunity, focused on assisting one of ***ICLP***’s Client

Servicing Team in managing the Customer Loyalty Programs for clients such as

***Intercontinental***, ***Mandarin Oriental***, ***Martell***, ***MasterCard***, ***Elements*** and ***AMO***. The

role entailed: conducting detailed market and competitor analysis through

primary and secondary research, preparing Tri-Yearly Insights by compiling key

statistics from various sources, proof-reading artworks and publications, as well as

ongoing database management and administrative support.

**BRICOLE AUSTRALIA, BRISBANE, AUSTRALIA Aug 2006 to Oct 2006**

Based in Brisbane, ***Bricole*** is a local marketing agency. Services provided include:

Market Consultancy, Market Research, Telemarketing, Branding and Promotion,

Direct Mail, as well as Event Coordination.

**Student Placement**

A student placement arrangement to assist a local marketing agency in

research and administrative support.

**REFERENCES** Available upon request