Aiysha N. Gatson

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**PERSONAL PROFILE**

Thank you for taking the time to review my resume. I was a native English teacher in Incheon, South Korea until October 2010. I am fairly fluent in Spanish and Portuguese, conversational in Korean, and have basic knowledge of Arabic and Japanese. Living in South Korea has been a great experience, where I am learning about a different way of life; from the food to the language. I am also an unofficial ambassador of the U.S., exchanging my culture, language, and view of the world with others. In the past, I have also lived in other countries, such as Brazil, and have been able to share those experiences with the people I encounter in South Korea as well.. I have a love of other cultures and languages. In the future, I would like to travel to other countries, volunteer, and pursue my passion in life-cooking. I have just finished a 2-month food excursion in Europe. I am highly organized, motivated, and a hard worker. I learn quickly and can work on my own or in a group. My eclectic style and approach to teaching would be a great asset to any school.

**Most Recent WORK HISTORY**

***Native English Teacher, Incheon Metropolitan Office of Education, Oct 2009- Oct 2010***

Responsibilities

* Teaching English to grades 1-6 (creating and organizing programs, buying materials)
* Creating new lessons and purchasing/managing materials for grades 1 and 2
* Teaching conversational English and basic grammar to teachers
* Preparing materials for the English festivals
* Planned and conducted winter and summer camps for 1st-6th grade, as well as teachers and parents on my own.
* Tutoring families outside of school
* Teaching special needs children English

***Barista, Starbucks, Columbus, Ohio, Oct 2007 – Oct 2009***

Responsibilities:

* Extensive coffee knowledge and food pairing skills
* Communication and Customer Service
* Drink/food Prep

***Tea and Food Specialist, ZenCha Tea Salon, Columbus, Ohio, Apr 2007 - Aug 2007***

 Responsibilities

* Tea and Food Prep
* Server/Hostess
* Extensive tea knowledge; had to be able to explain and teach customers about the different teas they would be drinking
* Cashier

Achievements: Was promoted to sole Breakfast specialist after the original one quit.

**SKILLS**

 **-**Lesson planning and classroom management, inventory management

 **-**Event planning and organization (English Festivals)

 -Director of Focus On <Darfur> committee in scholars program

 -Speak basic Korean

 -Speak basic conversational Spanish and Portuguese

 -Strong leadership and multi-tasking capabilities

 -Optimistic individual and hard worker

 - Independent and proactive worker

 -Co-chair of event in International Affairs Scholars Program (2007 & 2008)

 -Strong people and communication skills

 -Experience in computer and media software and its application (all Microsoft programs- Excel, Access, Publisher, PowerPoint

**Past Work Experience**

Nov 2006 - April 2007 Office Assistant

 Mack Hall Front Desk - Housing

 Columbus, OH

 Responsibilities:

 -Overseeing student move in and move out

 -Mail Service

 -Assistant to Hall Directors and Hall Manager

 -Confidential Filing of Student Information and data entry

 -Assisting students to the best of my ability within housing

 -Phone services

 Achievements:

 -Increased functionality of the Front Desk

 -Continuous effective help for peers

Sep 2005 – Aug 2007 Director's Office Assistant

 Institute of Chinese Studies - The Ohio State University

 Columbus, OH

 Responsibilities:

 -Updating and maintaining system files and programs.

 -Data entry

 -Event and agenda planning and set up

 -Phone services – connecting, answering and taking messages

 -Responsible personally for maintenance of teaching system created by Director of ICS

 Achievements:

 -Creating new programs and educational materials

 -Successful increase of educational material use

 -Helped in creating new system for organization and maintenance

**EDUCATION**

***Jan 2010 - March 2010 ITTT: International TEFL Teacher Training***

 +100hr complete course in Teaching English as a Foreign Language with ITTT

Course components: Classroom management, teaching skills, language awareness, phonology, lesson observation and course materials analysis.

***Sep 2005 – March 2009 The Ohio State University***

 Columbus, OH

 GPA: 3.1

 B.A. in College of Humanities:

 Comparative Studies - Folklore <specialization in Brazilian Culture>

 Minor(s): Portuguese

**REFERENCES**

Pak Song Mi 박상미

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