**Grace Jo**

University of Oklahoma Graduate

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| **EDUCATION** |  | • **University of Oklahoma**  Bachelor of Music, May 2008  Major: Piano Performance GPA: 3.36  Special Studies: Pre-Pharmacy (75+hrs Science classes)  College expenses financed by earnings and scholarships |
| **SKILLS** |  | • Effective listener and persuasive communicator  • Planning, organizing, directing activities and projects  • Working independently; managing time effectively  • Working with children and teaching musical skills and music theory  • Teaching English to elementary and middle school kids through various methods  • Ability to interact with a wide variety of cultures. Fluent in Korean and English |
| **EXPERIENCE** |  |  |
| Oct.2008-Present  Nov.2008-Mar.2009  Feb.2008-Oct.2008 |  | **Chung Dahm Institute-English Teacher**  Teaching English through a strict curriculum.  Teaching elementary and middle school kids; reading, speaking, writing and grammar skills.  **Language Clinic-Phone English Teacher**  Holding phone conversations with business men/women for 10-20 minutes. Teaching sentence structure and correcting grammar skills  **CVS Pharmacy**, Edmond  <http://www.cvs.com>  Pharmacy Technician  Working with other pharmacy technicians under the instructions of the pharmacist.  Helping the pharmacist filling prescriptions, working to override insurance rejections, and prior authorization |
| Jan. 2001 – Oct,2008 |  | **Teaching Private Piano Lessons**  Working with children and adults, teaching piano skills and music theory |
| Jan. 2000 – Oct.2008 |  | **Piano Accompanist for Edmond Church**  Accompanying Sunday services and Wednesday night services with piano.  Accompanying the choir and praise team with piano/keyboard. |
| Feb. 2006 – Oct.2008 |  | **Piano Accompanist for OKC Church**  Accompanying Sunday morning services, and Wednesday night services with piano. |
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| Dec.2006-Oct.2008 |  | **Korean Language School**, Edmond OK  Working with 4-5 year olds, teaching them Korean Language through creative games, flashcards, and songs. |
| Jan. 2007-Dec.2007 |  | **Image**, Oklahoma City OK  Sales Associate  Managing over $1000 worth inventory every week, and managing over $2000 cash everyday. |
| **HONORS AND ACTIVITIES** |  | • **Dean's Honor Roll** 2001  • **Piano Scholarship** 2001  • **Founder** and **Vice President** of Phi Delta Alpha 2003-2004  • **Member** of Pre-Pharmacy Club  • **Member** of Korean Student Association  • **Member** of Music Teacher's National Association  • **Member** of Oklahoma Music Teacher's Association |
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