**Grace Jo**

University of Oklahoma Graduate

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**Permanent Address** **Current Address**

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| **EDUCATION**  |  |  • **University of Oklahoma**Bachelor of Music, May 2008Major: Piano Performance GPA: 3.36Special 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-PresentNov.2008-Mar.2009Feb.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 TechnicianWorking 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 AssociateManaging 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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