SAEMIROO KANG

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Summary of Skills

* Excellent oral and written communication skills and strong interpersonal skills
* Able to work efficiently in a team environment or as in individual
* Fluent in English and Korean
* Extensive experience with time management as well as prioritizes objectives under deadlines
* Strong sense of responsibility of duty

Education and Awards

* **Ryerson University** (Toronto, Ontario)

-Early Childhood Education (September 2006 – April 2009)

-Received Entrance Scholarship

Certificates

* TESOL/TESL Certified – University of Toronto (Oxford Seminars)

Work Experiences

* **Private Tutor** (Toronto, Ontario)

-Tutor for *elementary* students (January 2007 – July 2009)  
-Tutored students who were first learning the language  
-Tutored students individually and in groups  
-Focused on oral communication, writing, reading based on school curriculum  
-Translated to the parents at teacher’s meeting day if needed

* **Mil Al Presbyterian Church** (North York, Ontario) (July 2008 – July 2009)

-Responsible for kindergarten to elementary students  
-Taught fundamental Korean and English  
-Assisted other teachers in carrying out their lesson plans

* **Hosu Bistro** (Toronto, Ontario) (April 2007 – June 2008)

-Take-out Waitress  
-Took customer’s orders in pleasant and efficient manner

-Managed account discrepancies, product delivery and cost allocation

Volunteer Experience

* Korean Event: Seoul Expression 2 (Toronto, Ontario)

-Performer as well as a volunteer  
-Sold tickets to audiences  
-Promoted and advertised the event  
-Organized the seating plan

REFERENCES AVAILABLE UPON REQUEST