**SHARON HEIT**
Seoul, Korea

010-9761-0320
sharonnheit@gmail.com

 **ESL Teacher IUC** Seoul, Korea

 *March 2013 - Present*

* English Teacher for middle and high school students in rural areas of Korea
* Classes are taught via live video
* Also teaching adult private English lessons

**ESL Teacher 불당초등학교 / 수곡초등학교** Cheonan, Korea

 *September 2012 - March 2013*

* After School Program English Teacher for two public elementary schools in Cheonan
* Worked with 12 classes, ranging from 1-5 grade; about 200 students

**Operations Assistant** **Frontier** Chicago, IL

 *June 2011 – March 2012*

* Event Coordinator and Social Media Coordinator
* Bi-weekly payroll using Evolution Client
* Accounts Payable using Quickbooks

**Freelance Sharon Heit Photography** Chicago, IL

**Photographer** *July 2010 - Present*

* Specializing in food photography, babies, engagements, and weddings
* Personal work includes portraits, abstract, street, editorial

**Online Marketing** **Machinery Marketing International** Chicago, IL

**Manager** *July 2010 – July 2011*

* Lead generation for machinery auction site
* Design, create, and manage all email marketing campaigns
* Design, create, and manage marketing informational site
* Social media and capturing unique visitors to site

**Sales Manager**  **Careerbuilder** Scottsdale, AZ and Chicago, IL

*December 2005 – February 2010*

* Interview, hire, train team of entry level sales people
* Sell small business solutions over the phone
* Promoted 4 times within employment
* Overall Top Sales Rep, Top Invoicing Rep awards
* Top Invoicing Team, Top Revenue Team
* President and VP Club Winner

**Skills** Microsoft Office, Word, Excel, PowerPoint, Adobe Photoshop, Bridge, Illustrator, Micros, Aloha, Evolution Client, Quickbooks, Final Cut Pro, HTML

**Education** Sogang University, Korean Language, 2013-Present

Illinois Institute of Art Chicago, BFA Digital Photography, 2010-2012

University of Phoenix, AAB Business, 2008