**Maxima Ornelas**

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The Colony, TX 75056

(219)-713-8610

Citizenship: USA

Age: 24

Marital Status: Single

**Objective Overview**

TEFL certified, college graduate who is a hardworking individual seeking a teaching position in South Korea. Looking for a challenging school that will further my teaching skills and experiences.

**Education and Certification**

**International TEFL Academy Chicago, IL, USA**

**TEFL/TESOL Certificate September 2013**

* 180 hours of course work
* 10 hours of student teaching practicum

**Indiana University Bloomington, IN, USA**

Bachelors of Arts and Science **May 2013**

Major: Spanish

Minor: Eastern Asian Studies

**Related Work Experience**

**Practicum hours**

**International TEFL Academy 2013**

* Created lesson plans for classes that were an hour and a half.
* Taught Beginner, Intermediate and Advanced adult students.
* Was observed by a certified TEFL instructor while teaching, and was given feedback on lesson.

**Tutor**

**Indiana University 2010-2013**

* Met one on one with international students at the library or their homes.
* Helped international students (from the ages of 18 to 40) with corrections on written assignments (essays, journals, resumes, and professional letters)
* Held conversations to assist with pronunciation and word selection
* Assisted international students with development of presentations (Informative speeches, music theory and sales presentations)

**Practical English Tutorial (P.E.T)**

**Indiana University 2012**

* Attended organized tutoring through Indiana University’s International service program.
* Met with international students (freshmen to graduate students) every Saturday at the Indiana University International Center to help with oral skills.
* Conversed with international students to assist in one-on-one and group discussions
* Provided tutoring on conversational articulation and self-expression
* Facilitated discussions on a diverse number of topics

**Additional Work Experience**

**Receptionist/Direct Care June –August 2013**

**Great Lakes Regional Care Battle Creek, Michigan**

* Copied and filed important paper documents
* Organized and created documents on the company’s file repository system
* Worked with residents who have mental illness and disabilities
* Chaperoned resident field trips
* Administered and verified residents were taking their daily medications
* Took First Aid and CPR training

**Crew Member 2011 - 2013**

**Chipotle Bloomington, Indiana**

* Accepted customers’ orders from the front counter and over the phone
* Prepared entrees according to corporate standards and customers satisfaction
* Handled cashier duties
* Performed sanitation duties to keep up with public health and corporate standards
* Trained new employees on front line and cashier positions
* Learned about company history and offered products

**Skills**

* Computer skills: Windows 7, XP, Microsoft Office (Word, Outlook, Excel and PowerPoint)
* Strong written and verbal communication skills
* Understanding of cultural differences
* Fluent in English and Spanish languages

**Additional Experiences and Activities**

 **Volunteer in the International Community 2011-2013**

* Facilitated international events by serving food, performing, and answering questions
* Tutored international students in reading, writing, and comprehending the English language/American culture
* Volunteered as a language partner/speech trainer

**Student Ambassador for People to People 2005**

* Traveled abroad to study other cultures in Europe (UK and Ireland)
* Lived with a host family and immersed myself in European cultures to gain further enlightenment and understanding in the UK and Ireland
* Traveled around the UK and Ireland to educate myself on European history through guided tours