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**Tashina Cedolin**   
135-280

Seoul Gangnam-gu

Daechi-dong

954-1 #304

**SUMMARY OF QUALIFICATIONS:**

BPS credited

• Experience in office administrative work (filing, photocopying, etc.)  
• Spanish: basic conversational skills, reading and listening  
• Computer skills: Microsoft Office (Word, Excel, Publisher, PowerPoint, SPSS), basic web design (Dreamweaver)  
• Work well in team projects and independently   
• Extremely proficient on deadline

**EDUCATION:**

International School Eastern Seaboard Leam Chabang , Thailand

International Baccalaureate Diploma July 2008

University of Chester Chester, Cheshire  
Bachelor of Sciences with Honours 2.1 November 2011   
Major: Psychology, Minor: Drama and Theatre Studies

**EXPERIENCE**

Seongdong SLP institute, 140 Haengdang-dong (June 26, 2013- February 2015)

Kindergarten and elementary English teacher

* Taught English language, writing and grammar
* Designed monthly lesson plans
* Organized class materials
* Designed projects
* Directed performances

I am currently working as an English teacher at Seongdong SLP. My responsibilities are to prepare daily, four hour, classes for 10 kindergarten students. As well as preparing and teaching six afternoon classes a week. I generate monthly lessons plans following the curriculum of two lower level elementary conversation and grammar classes, three high levels elementary classes, and one higher level reading comprehension elementary class. I am also responsible for conducting end of the year drama and musical performances for the kindergarten.

ECC English language Centre, Sriracha/Chonburi Thailand

Kindergarten through to Grade 4 teacher (March-May 2013)

* Taught English and grammar
* Private one-on-one lessons
* Group 2 hour lessons
* Designed lesson plans

At an English language centre called ECC, I had the opportunity to teach English conversation and grammar to a variety of classes with different age groups ranging from kindergarten to primary levels, 1, 2, 3 and 4. I varied from teaching small groups of 12 to 14 students and individual private lessons with singular students. Following a core text book I generated lesson plans and prepared 2 hour class sessions.

Rommai Elementary School , Chonburi Thailand

Kindergarten/2nd grade teacher (May 2012- March 2013)

* Taught English
* Organized class materials
* Prepared lessons
* Designed projects
* Directed performances

I was lucky enough to work full time as a kindergarten teacher at a high class private elementary school in Thailand for a year. My responsibilities were to prepare daily lessons for 27 kindergarteners aged 5-6. Teaching English class for an hour a day and speaking to them throughout the day in order to practice their English. I also taught 2nd grade grammar and conversation classes for 3 hrs a week. I was also responsible for conducting English performances at morning assemblies. The students achieved English ESL kindergarten level speaking and writing skills while also obtaining the basic phonics foundation for reading.

Paktipan Elementary School, Chonburi, Thailand (June – October 2008, 2009, 2010)  
English/Drama Teacher

* Organized class materials
* Prepared lessons
* Designed projects
* Taught English
* Directed performances

Having been raised in Thailand as a foreigner and attending an international school, I got the chance to give back to the community I was residing in. For the past three summers, I taught at the local Thai school as an English and Drama teacher. I taught several classes with students ranging from the age of three to seven, all whom spoke limited English. It was my responsibility to teach these students basic English. I gained a lot of teaching experience and working with children from this job.

International School Eastern Seaboard Leam Chabang, Thailand

Kindergartener Teacher Assistant (January 2011-February 2011)

* Organizing learning activities
* Keeping young children’s attention and making sure they were safe
* Maintaining order in the classroom
* Assisting the teacher in developing learning material

Being a teacher’s assistant at the International School Eastern Seaboard allowed me to gain extensive skills in working with young children from different countries whose native language was not always English. Working alongside an international school teacher allowed me to learn from her techniques and ways of handling the children and of course teaching them. It forced me to become confident in teacher and working with children.

National Health Service UK Summerset, United Kingdom

Social Carer for the elderly (April 2009- June 2011)

* Assisting elderly in dressing themselves
* Preparing meals
* Helping to maintain cleanliness and hygiene
* Maintaining calmness and positive wellbeing

Working as a part-time social carer for the elderly I was responsible for the welfare and physical care of an elderly couple. The 89 year old woman had dementia while her husband 92 was limited in mobility. It was a challenge keeping them both mentally and physically stable but with much patience and conviction I was able to maintain a positive atmosphere. I gained extensive skills in working with people and gaining a greater understanding and patience for the less able.

Chester Zoo (April 2010 – March 2010)   
Animal Behavioural Researcher

* Conducted surveys
* Assessed animal behaviours
* Gathered and collected various research materials
* Conducted statistical analysis on data
* Report writing

As part of my work-based learning at the University of Chester, I got the opportunity to be an animal researcher at the Chester Zoo. As a researcher, I had to conduct surveys, observe animals, collect data and at the end, analyse statistics and write up a report. From this job, I obtained several crucial skills such as working both independently and as part of a team. I had to stay organized and prioritize certain tasks over others.

University of Chester, Drama Department (October 2008 – June 2011)  
Performer

* Participated in plays
* Wrote scripts
* Directed
* Worked with settings, lightings and various stage technology
* Costume design

Being part of the Drama department, I gained a lot of various skills such as team building, coming up with original new ideas for plays and leadership skills. I had to constantly manage my own time as well as others, find ways to cooperatively work with others who had dissimilar interests and try to work out conflicting situations. From being part of this department, I learned a lot of problem solving skills as well as communication skills. I am now a lot more at ease when it comes to interacting with different groups of people.

Roman Tour UK, Chester (June 2011 – September 2011)  
Steward

* Security handling
* Coordinating and organizing teams in the tour
* PA duties – handing out flyers, promoting the Roman Tour within the community

I travelled across England to where the tours were taking place and assisted in security handling as well as organization. My responsibilities were managing and coordinating different duties for the tour guides and other participants of the Roman Tours. This position required me to be strict and on deadline, making sure that everything was in place and set. I was responsible for keeping orders in the streets and registering vehicles for the participants of the Roman Tour.