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**Professional Profile**

Since June 2011, I have been an English instructor at the Cheongju English Center in South Korea. Our publicly funded English Camp trains students to speak English in a variety of real-life situations. We work through a variety of programs and with students aged 11-15. Our students practice English through various role plays and activities revolved around English.

**Classes at CJEC**

|  |  |  |
| --- | --- | --- |
| * Book Cafe
 | * Conversation Classes
 | * Studio
 |
| * Hotel
 | * Home
 | * Sports
 |
| * Clinic
 | * Restaurant
 | * City Center
 |

**Experience**

**Cheongju English Center, Cheongju, South Korea 2011-Current**

**English Instructor: Full-Time**

|  |  |
| --- | --- |
| * Write lesson plans
 | * Plan conversation-based games
 |
| * Interact with students
 | * Wrote a Theme-based course
 |
| * Role-Play centered activities
 | * Grammar exercises
 |
| * Write skits for presentations
 | * Graded various essays, poems, and letters
 |
| * Plan engaging activities for students
 | * Reward students for excellent participation
 |
| * Gauge student’s English skills
 | * Correct Writing Errors
 |

**Backlash Posters DBA ArtRock, San Francisco, CA 2008-2010**

**Sales Manager: Full-Time**

|  |  |
| --- | --- |
| * Manage Sales and deliveries
 | * Arrange floor vignettes and storefront displays
 |
| * Recruit and Train new employees
 | * Coordinate and Plan special events
 |
| * Create invoices and Manage payments
 | * Microsoft Office: Word, Excel, PowerPoint, Outlook
 |
| * Generate Quarterly Reports
 | * Create Advertisements
 |
| * Process accounts payable/receivable
 | * Research values on rare items
 |
| * Manage large and complex inventory
 | * Maintain office supplies
 |

**One of a Kind, San Francisco, CA 2007-2011**

**Assistant Manager: Part-Time**

|  |  |
| --- | --- |
| * Suggest appropriate gifts for clients
 | * Open, Close, and Supervise shop
 |
| * Photograph, write descriptions, and upload material to eBay
 | * Pack, Weigh, and Ship orders
 |
| * Track Sales
 |
| * Order office supplies
 | * Organize warehouse
 |
| * Transcribe voicemail
 | * Assist with errands
 |

**Brainchild Education Center, San Francisco, CA 2008**

**ESL Tutor: Part Time**

**Used Texts and Exercises to help young students learn Egnlish**

|  |  |
| --- | --- |
| * Grammar exercises
 | * Lead exercises
 |
| * Songs in English
 | * Graded course material
 |
| * Questions and Answers
 | * Helped pronunciation
 |

**Volunteer Work**

**The Homeless Coalition, San Francisco, CA 2007-2008**

|  |  |
| --- | --- |
| * Conducted Surveys
 | * Fundraising
 |
| * Database Management
 | * Referral Services such as food banks, public health, and shelters
 |
| * Wrote articles for their Newspaper
 | * Planned Activities
 |

**Rotaract of Raleigh, Raleigh, NC 2011**

* Fundraising
* Interfaith Food Shuttle Farming
* Meetings
* Stream Cleaning

**Education**

**Bachelor of Arts in English University of North Carolina 2005**

**Bachelor of Fine Arts in Creative Writing at Wilmington**