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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**

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| * 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**

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| --- | --- |
| * 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**