**JIN W. KIM**

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**NATIONALITY**

American

**OBJECTIVE**

To teach business English, TOEFL, TOEIC, and everyday English using my solid experience as an English instructor.

**SKILLS**

* + - * **Computer**: Microsoft Excel, Word, PowerPoint, Outlook
      * **Communication**: Excellent oral and written communication
      * **Bilingual**: Korean and English
      * **Personal**: Excellent follow-through, attention to detail. Responsible, disciplined and dedicated. Hard but soft when needed as a teacher.

**EDUCATION**

**[2006-2008]** Stony Brook University, Stony Brook, NY

**Bachelor of Science in Business (finance) GPA 3.0 Korean Minor**

Coursework includes: Principle of Finance, Financial Engineering, Money and Financial Institution, Investment Analysis, Financial Accounting, Economics

**[2005-2006]** Suffolk Community College

**[2002-2004]** Kyung Hee University, South-Korea

**EXPERIENCE Hyundai Kia Machine,** Business Planning Intern 12/2007 – 06/2008

**Duties:** Handled all reservations and registration for largest trade show of the year. Updated inventory of products that were presented.

**Ivy English Academy,** English instructor 06/2006 – 09/2006

Duties: Taught TOEFL to high school students, Organized after school program for elementary/middle/high school students

**US Army,** Medic03/2004 – 08/2005

Duties: Worked in emergency room, Specialized in immunizations, CPR and Phlebotomy

**Jinro Ballentines Co.:** 12/2003-05/2005

Duties: Taught business English, writing, speaking.

**Ace Academy:** 5/2002-9/2003

Duties: Taught listening, writing, speaking, and TOEIC

**Chungju English Academy:** 11/2000-2/2002

Duties: Taught speaking, listening, writing.

**New Jersey Korean School:** 9/1998-9/2000

Duties: Taught Korean to Korean American students.

**HONORS/ACTIVITIES**

* **Dean’s Honor List**, 2005-2006

**References available upon request**