**LINDSEY PHELAN**

Seoul, South Korea

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## CAREER OBJECTIVE

To use my knowledge, communication and organizational skills as well as my bilingualism to assist customers in making informed decisions and making their experience as pleasant as possible.

## WORK EXPERIENCE

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**ESL Teacher 2009**

*Fay/ Wonderland English Intsitute Seoul*

* Taught students between the ages of 4 and 12 English.
* Prepared lessons for students as well as activities pertaining to English.
* Prepared comments for parents regarding their students behaviour and progress.

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| **Intermediate Youth Worker** | **2007-Present*** Assisted with program planning.
* Co-ordinated and implemented programs.
* Interacted with youth through games and activities.
* Greeted members and signed them in as they entered the club.
* Took payment for membership fees and entered data into the computer.
* Assisted members with homework during the homework club program.
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| *Boys and Girls Club of Ottawa* |
| **Cashier/Food Preparation** *Chicken or Beef Divine* | **2001-2008 (Seasonal)*** Served customers and described food choices to help them decide
* Prepared wraps and other assorted food items
* Cleaned, sanitized, and organized working area
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| **Cook/ Food preparation***Lonestar Texas Grill* | **2006-2008*** Prepared assorted food items based on customers orders.
* Prepared food for the kitchen and serving staff.
* Used organizational skills to maintain a functional working space.
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| **Sales Representative** *Bluenotes Clothing Store* | **2004-2006*** Facilitated customer experience in a friendly and informative manner in both English and French
* Handled cash transactions using Bluenotes computer cash system
* Used organizational skills to stock clothing in an effective and space-efficient way
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| **Administration Assistant/Receptionist***Handa Travel*  | **2003-2004*** Assisted travel agents in organizing student graduation trips.
* Entered data into excel spreadsheets to facilitate the organization of the trip.
* Ensured information entered on applicants forms were correctly filled out and assisted them with problems or concerns regarding the trip.
* Handled monetary transactions, answered the phone, filed different documents and received messages.
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## EDUCATION

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| --- | --- |
| * **3rd Year University** (General Bachelor Degree in Criminology with a Concentration in Law)
 | Carleton University**2008** |
| * **High School Diploma** (over 90%)
 | Hillcrest High School |

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## AWARDS

**⯎Academic**

**⯎** Queen Elizabeth II Aiming for the Top Scholarship- Carleton University **2005-2006**

**⯎** Academic Scholarship- Carleton University **2005-2006**

**SKILLS**

**⯎** Bilingual- French and English, oral and written

**⯎** Beginner Spanish, oral and written

**⯎** Microsoft Word

**⯎** Microsoft PowerPoint

**⯎** Microsoft Excel

**⯎** Microsoft Outlook

**⯎** Hard-working, resourceful, and willing to take the initiative

**INTERESTS**

**⯎**First Aid and CPR Level C **(2008)**

Boys and Girls Club of Ottawa Volunteer **(2007-2008)**

**⯎**High Five General Training **(2008)**

**⯎** Youth Day of Caring planning panel and member **(2002- 2004)**

**⯎** Hillcrest High School cancer drive solicitor **(2002-2004)**

## REFERENCES

Available upon request.