

Charles Jones
Seoul, Korea
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Objective

Highly motivated, career oriented individual who seeks an opportunity with an organization geared for success and advancement.

Education

International Graduate School of Education

Seoul, KR

Certificate in English Language Teaching to Adults (CELTA)

University of Cambridge

- Effective Lesson Planning
- Enhancing Student Involvement
- Classroom Management

Liberty University

Lynchburg, VA

Master of Business (MBA) International Business

- Organizational Behavior
 - Effective executive communication
- September 2008 - present

University of Louisiana Monroe

Monroe, LA

Bachelor of Arts General Studies/Social Sciences

- Psychology (27 hours)
 - Sociology (15 hours)
 - Computer Literacy
- Graduated December 2007

Professional Experience

Pagoda Academy

Jongno, Korea

ESL Teacher

- Interviewing students to determine their level
- Business English instructor
- Helping students with resumes
- Reading group

Lingua Language Institute

Anyang, Korea

ESL Teacher

- Curriculum design and implementation
 - Supervision of students
 - Advisement on the progress of students
 - Grading and evaluating students and their work
- March 2008 - present

Dillard's**Monroe, LA***Sales Consultant*

- Assist customers with their shopping needs.
 - Participated in storewide inventories.
 - Assist customers in opening credit accounts.
- September 2005 – February 2008

Ford/Kia/Cadillac**Shreveport, LA***Sales*

- Assisted customers with their transportation needs
 - Assisted customers with financial decision for purchasing transportation.
 - Closed deals with customers.
 - Followed up with customers to ensure their continued satisfaction.
- June 2004 - July 2005

US NAVY**Norfolk, VA***Storeroom Supervisor*

- Maintained inventory of all storerooms
 - Supervised performance of subordinates.
 - Received merchandise and maintained relationship with prime vendors.
 - Provided training to crew
 - Provided career counseling to crew
 - Coordinated physical training for crew
- June 1998 - May 2004

Skills

- Leadership experience
- Microsoft word, excel, power point, and data entry
- Effective communication skills
- Teaching and training