

Matthew Jenkins

Age 27

Email: mwj1981@gmail.com

Phone (in Korea): 010-5811-8108

Place of Birth: Canada

Skills:

- English teaching abilities for a wide variety of levels, from beginner to upper-intermediate
- Ability to speak and teach in front of large groups of children
- Disciplinary and administrative skills associated with teaching

Qualifications:

1999 - 2002

University of Alberta (Edmonton, Canada)

B.A. Degree in Classics and English

Job History:

English Teacher, YBM ECC Deachi (Seoul, October 2007—October 2008):

- English teacher for kindergarten and elementary hagwon. Students' ages ranged from 6 to 12 years old (beginner to intermediate English levels).
- Responsible for following lesson plans, correcting homework and tests, and writing monthly progress reports for each student.
- Taught a wide variety of subjects, including grammar, vocabulary, science, drama, art, math, and storytelling.
- Participated in extra-curricular activities, such as field trips, graduation gala, etc.

Facilities Clerk, Ontario Trillium Foundation (Toronto, January—May 2007):

- Responsible for facilities of major non-profit office site: setup of boardrooms, ordering and distributing supplies, setup of catered lunches, troubleshooting of photocopiers
- Data entry of closed files information into Excel spreadsheets
- Organization of physical filing area and retrieval of requested files

Records Clerk, Critical Control Solutions (Edmonton, May 2005—May 2006):

- Operation of high-volume Kodak scanning equipment for government documents: preparation of documents; operation and supervision of high-end imaging equipment
- Electronic cataloguing of government documents: confirmation of electronic data and cross-referencing with paper records