

Michelle S. Yi

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Citizenship: United States of America

Date of Birth: April 24, 1994

Location of Birth: Voorhees, NJ, USA

Marital Status: Single

Objective Summary

As a recent graduate from Stony Brook University with a degree in Psychology wanting to work with children my whole entire life, I have focused the majority of my studies in Child Psychology. I aspire to teach South Korean children the English language and provide each student with support to grow and expand their knowledge of the world beyond their boundaries. I was born and raised in America and I am fluently bilingual in both the English and Korean languages. Through much experience in teaching an array of students in various disciplines, I assure you that I have the drive and motivation to teach and attend to each student with patience and a positive attitude.

Education and Certifications

TEFL/TESOL Certificate

- 120 hours of course work

Marlton, NJ, USA

In progress

State University of New York at Stony Brook

B.A. Psychology - Concentration in Sociology and Child Psychology

Stony Brook, NY, USA

May 2017

Cherokee High School

High School Diploma

Marlton, NJ, USA

June 2012

Related Work Experience

Private Tutor

Stony Brook, NY, USA

Marlton, NJ, USA

Jun 2010 - Present

Freelance

- Taught English to Korea speaking students ranging from ages 4 to 20
- Tutored students in various disciplines such as English Literature, Math, and Biology
- Prepared classes using provided materials and personal teaching materials
- Focused on improving students' grammar, listening, writing and speaking skills

Children's Instructor / Secretary

Medford, NJ, USA

Yi's Martial Arts

Jun 2007 – Nov 2014

- Organized practices for classes of students (20-30 students per class) ranging from ages 4 to 16 in the traditional Art of Tae Kwon Do
 - Mentored students in both physical training as well as in life in general
 - Managing a group of 7 workers and maintaining close connections with clients and workers
 - Managing schedules of each client as well as creating payrolls for each instructor
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Additional Work Experience

Medical Assistant/Receptionist

Marlton, NJ, USA

Vitrua Voorhees

Oct 2017 – Present

- Assisting a team of four Psychologists with exam operations and treatment
- Processing and authorizing healthcare, outreaching to partners via email, phone, and SNS
- Data entry and organization of 500+ patient files
- Greeting each patient with a smile and maintaining close connections with the community

Translator

Marlton, NJ, USA

Freelance

Jun 2017 – Present

- Provides intermediate translation and transcription from Korean to English and English to Korean for a variety of different clients

Barista

Medford, NJ, USA

Starbucks

Jun 2017 – Aug 2017

- Providing excellent customer service
- Preparing drinks and food for each customer in an orderly manner with a smile

Manager

Voorhees, NJ, USA

Pink Nails

Mar 2014 – Jan 2016

- Management of a fast-paced nail salon
- Oversee working conditions of employees
- Maintain payrolls and schedules of all clients and workers
- Maintaining close connections with clients in order to gain stability within the community

Additional Skills and Affiliations

- Bilingual: English/Korean
- Data Entry (75wpm)
- Administrative support
- Multimedia
- Strong interpersonal skills
- Teaching
- Microsoft Office Suite (Word, Excel, Power Point, etc)
- Detail Oriented
- Multitasking
- Time Management

Voorhees Pediatrics

- Nurse Assistant - Volunteer 10/2010 - 12/2012

KLS Christian Child Care

- Voluntary ESL Teacher 06/2014 - 12/2014

Stony Brook Korean Campus Ministries

- Media Arts Coordinator 05/2016 - 05/2017
- Secretary 08/2016 - 05/2017

Interests

- Hiking
- Reading
- Physical Training
- Cooking/Baking
- Painting
- Drawing
- Yoga
- Biking