



Resume of Betti M Davidson, BA

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Objective I endeavour to obtain a teaching position in the Republic of Korea, wherein I can meaningfully use my skills, experience and education to teach English to children of all age groups.

Work Experience

Senior Legal Assistant *November 2007 to Present*

Fletcher & Company Barristers and Solicitors

- Conducting trial preparation and attending trial with senior litigating counsel
- Preparing legal documents, routine correspondence and client accounts from written and oral instructions
- Maintaining physical and electronic office systems and procedures
- Applying proofreading and editing skills to documents
- Coordinating, managing and supervising administrative functions of junior staff to ensure completion of work accurately and within established time frames
- Obtaining instructions and information from clients and forwarding to lawyers

English Teacher *May 2005 to October 2006*

Training Coordinator *October 2005 to October 2006*

LCI Kids Club, Incheon, Republic of Korea

- Taught English from Kindergarten to TOEFL levels
- Wrote comprehensive lesson plans
- Prepared suitable resources for classes
- Trained new teachers
- Acted as liaison between staff and directors
- Reviewed all teachers' lesson plans
- Monitored teaching standards and provided regular feedback to teachers and directors

- Helped write, edit and pilot new curriculum

Assistant Manager/Administrative Assistant *June 2007 to present and*

September 2004 to May 2005

Women Zone Fitness and Aerobics, Prince George, BC, Canada

- Public relations (TV, Radio, Newspaper and Trade Shows)
- Maintained client database and developed e-mail distribution lists
- Dealt with accounts receivable and collections
- Inside and outside sales
- Helped develop, maintain, coordinate and oversee administrative systems

Office Manager/Dispatcher *July 1999 to September 2004*

Emerald Taxi Ltd, Prince George, BC, Canada

- Organized, prioritized and dispatched calls
- Hired, trained and scheduled staff
- Prepared invoicing and payroll
- Mediated staff conflicts and customer complaints

Education

Bachelor of Arts, International Studies *September 1994 to December 1999*

University of Northern British Columbia, Prince George, BC, Canada

- International relations, organizations, politics and development
- Canadian foreign policy
- Russian language, history, literature, geography and culture

Foreign Exchange Student *May 1996 to August 1996*

Petrozavodsk State University, Petrozavodsk, Russia

- Studied Russian language and culture

Volunteer Work

Mentor and Volunteer *November 2003 to May 2004*

Big Brothers and Big Sisters, Prince George, BC, Canada

- Supervised and participated in activities for children who come from one-parent families
- Helped coordinate suitable and fun children's events that provided information about potential career paths

Personal Information

- Canadian citizenship
- Born May 16, 1972