

CJ LEE

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010-9255-4549



OBJECTIVE

To obtain a full-time English instructor position (K-6).

EDUCATION

B.S., Chemical Engineering

North Carolina State University, Raleigh, NC, May 2004

Diploma, Audio Engineering

SAE Institute, Los Angeles, CA, Oct. 2006 ~ Apr. 2008

RELEVANT WORK EXPERIENCE

Ye-Kwang Presbyterian Church

English Teacher

Mar ~ Oct/2011

- ◇ Instructing a small group of children on their listening and speaking skills on Sundays
- ◇ Helping on their homework and school materials when needed

SAE Institute of Technology

Supervisor Assistant

Jan ~ Apr/2008

- ◇ Assisting and instructing new students on basic school operations & rules
- ◇ Tutoring and teaching new students on audio consoles, project details, and audio engineering theory (3 month contract)

Private Tutor (English & SAT)

May ~ Dec/2004

- ◇ Teaching one high school student for SAT preparation
- ◇ Teaching and helping three college students for English conversational skills

Private Tutor (Chemistry)

Jan ~ May/2004

- ◇ Teaching a high school student on Chemistry course
- ◇ Helping on class materials and review for exams

NON-RELEVANT WORK EXPERIENCE

Mortgage One

Loan Processor

Jan/09~May/11

- ◇ Perform general administrative tasks and provide customer service
- ◇ Ensure a timely and accurate packaging of all loans originated by loan agents
- ◇ Verify loan documents including income, credit, appraisal, and title insurance ultimately to prepare proper application for submittal to underwriting
- ◇ Order and coordinate loan documents

COMPUTER SKILL

- ◇ Microsoft Office (Word, Excel, Powerpoint), Photoshop, Internet

LANGUAGE

- ◇ Speak and write Korean & English fluently / Basic knowledge in Japanese & Spanish