

SANG KIM TRAN

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➤ PROFILE

“I am a Los Angeles native living in South Korea; currently teaching English at a private academy outside of Seoul. I recently rediscovered the love for teaching, with commitment to social and academic growth for all. Spending the better part of the decade managing and training staff, I developed the ability to remain flexible, ensure that every learning style and ability is addressed. I aspire to share my passion and commitment to teaching in an educational environment.”

- Communication skills in classroom and management that allows for meaningful relationships with students, staff, and parents.
- Organizational and planning skills; adaptable; enjoy new experiences and challenges.
- Experience in operations management, budget development, cost-control, staffing and training (group training and one-on-one training).

➤ EXPERIENCE

Chung Dahm Institute (South Korea) – English Instructor (2009 - Current)
Given Intensive training and passing thorough evaluations from CDI, I have been teaching English to a wide range of students, varying in age groups and levels of English proficiency.

- Daily prep materials for multiple classes; prep reading books, work books and handouts (review test, group projects, notes, etc.).
- Teach given methodology while incorporating personal style to ensure every student has the proper structure to succeed.
- Classroom management with daily reports into corporate ERP system to provide synergy among teacher, students, parents, and director.

American Baby / American Kids - Store Manager (1998-2008)

American Baby & American Kids are retail stores within the furniture industry, specializing in furniture and accessories for kids and teens.

- Manage business, increasing sales by 20 percent annually from 1999 through 2003, leading to the acquisition of additional retail outlet in 2004.
- Sole decision maker for budget transactions: accounts payable, accounts receivable, transfers, and deposits.
- Implement and train staff on: POS (point-of-sale) systems, digital security system, communication systems, sales and customer service procedures.

➤ **EDUCATION**

Cal Poly University - Pomona, CA (2009)

B.S. in Business Administration (E-Business & Marketing Management)