

Ronnie Moon
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May 2011

EDUCATION

CONNECTICUT COLLEGE, New London, CT
Bachelor of Arts in Chinese Language and Literature

Currently acquiring TEFL Certification through BridgeTEFL

Honors: Magna Cum Laude, Dean's High Honors, East Asian Languages & Cultures Prize

SKILLS SUMMARY

Languages: Proficiency in Korean, advanced proficiency in Chinese

Computer: Proficient in Microsoft Office: Word, PowerPoint, Excel, and Outlook; Type 65 WPM

Effective communication skills, strong organizational skills, ability to follow directions and work in a fast-paced environment, strong multi-tasking skills, strong creativity skills, ability to work both independently and with others, friendly and approachable, ability to conduct and carry out research

WORK EXPERIENCE

Kangnam Pride Institute, Gangdong, Seoul

May 2012 – August 2013

English Language Instructor

- Provided English language instruction to preschool and elementary age students with a focus in reading and writing
- Lectured in various subjects such as grammar, vocabulary, reading, conversation, and writing
- Assisted in R&D work for creating resources for the health and reading curriculum
- Created lesson plans and activities for multiple school subjects
- Edited, evaluated, and provided feedback for essays and various written assignments
- Analyzed and assessed reading levels of preschool students

Monument Staffing Agency, Boston, MA

December –March 2012

Temp Worker

Occupied positions at the following companies and was responsible for:

Gordon Brothers Group LLC

Jones Lang LaSalle

- Organizing documents and folders into a comprehensive filing system
- Professionally greeting visitors and clients at the main reception desk and signing them in
- Operating the company switchboard
- Providing technical, clerical, and organizational assistance to other members of the company
- Coordinating office equipment maintenance and repair

Middlebury-Monterey Language Academy, Great Barrington, MA

June - July 2010

Residential Advisor

- Supervised language students within language site and dormitories during a summer Chinese language immersion camp for middle school and high school students
- Oversaw students during activities and field trips
- Cooperated with other residential advisers to enhance the students' learning environment
- Planned, coordinated, and taught extra-curricular activities in Chinese
- Acted as a counselor to help students overcome personal and emotional difficulties