**Jane Smith**  123456 Ballina Ave Baton Rouge, La 555-555-5555 email@gmail.com

**Profile:**

To obtain a rewarding position working as an ESL Teacher, abroad.

**Education:**

TEFL 120 Hour Teaching Certification Online 2013- Present

Southeastern Louisiana University Hammond, La 2005-2011

Bachelor of General Studies; Concentration in Family and Consumer Science

**Work Experience:**

**Arbonne International** Hammond, La October 2014- Present

Independent Consultant

* Providing quality skincare to clients
* Keep in contact with clients on a weekly basis
* Train others to run a business

**SDA Language Institute** Seoul, South Korea July 2013- June 2014

English Teacher

* Taught English as a second language to elementary and adult students
* Develop effective lesson plans for the classroom
* Worked with co teacher to prepare students for exams
* Helped students with grammar, pronunciation, and free speech

**Courtyard Marriott International/Lake Union** Seattle, Wa September 2011- June 2013

Guest Service Representative

* Provide quality customer service to guests
* Communicate necessary needs to other departments
* Work as a team with co-workers to facilitate a positive environment
* Handle customer situations when problems arise

Housekeeping Supervisor

* Assist Housekeeping management in managing daily activities/tasks
* Assist management in training, scheduling, motivating and coaching employees
* Give feedback to employees when inspecting daily tasks
* Work with international employees to communicate needs as a department

**Barrister Global Services Network** Hammond, La 70401 Febuary 2011- August 2011

 Client Relationship Specialist and Customer Care Specialist

* Providing quality service to customers on daily basis
* Handle incoming calls with courteousness and promptness
* Collect information to assist customers

**Pre-Paid Legal** Independent Associate Hammond, La April 2009-March 2011

* Providing a network of over 2,000 law firms, legal coverage to individuals, families, businesses
* Documented sales

**Cracker Barrel Old Country Store** Server Hammond, La Oct 2005-June 2009

* Expedited quality food following guidelines
* Worked productively as a team member in a fast paced environment
* Maintained positive customer relations

**Qualifications:**

* Good work ethic as proven by working throughout college
* Excellent communication skills shown working on a community service project and as an advocate for children
* Strong computer skills in Excel, Microsoft Word, Power Point, Publishing
* Completed two leadership development courses
* Designed fliers and brochures for Baton Rouge Community College Art Fest

**Activities/Accomplishments:**

* Received Certificate of Completion in ‘7 Habits of Highly Effective People’ course
* Volunteer advocate CASA August 2010-Present
* Circle K International Service Club August 2006-January 2008
* President’s List SLU 2005; 2009-2010
* Dean’s List SLU Fall 2010