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| Lisa R. NelsonHome: +13160 24141 / Mobile: +1 9233 22430Email: lisa@letsTEFL.com D.O.B: 9/12/1991Address: Silver Spring, Maryland, United States. **• Teaching • Customer Service • Event Planning**I’m an American college graduate who majored in Social Sciences. I have a 120-hour TEFL certificate, and i’m currently looking for work teaching kindergarten level English in China. With my lively and hard-working personality i’m confident that i’ll adjust to life overseas in next to no time. |  |

#### **Work Experience**

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| **Store Cashier - Walmart**June 2016 - Present. Maryland, United States. |  |

I’ve been working at Walmart since graduating, in order to build up funds for moving overseas. At this job I work as a cashier, serving customers and assisting with their inquiries.

**Responsibilities:**

* Serving customers
* Assisting with inquiries
* Providing special assistance to elderly customers
* Handling cash and till keys

**Achievements:**

* Passed health and safety training
* Received commendations for positive attitude

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| **Reception Clerk - Safeway**March 2014 - April 2015.Maryland, United States. |  |

I worked at Safeway for one year whilst I was studying at College. I left this position during the final semesters of my degree so that I could concentrate fully on studying.

**Responsibilities:**

* Serving customers
* Assisting with inquiries
* Providing special assistance to elderly customers
* Handling cash and till keys

**Achievements:**

* Passed training for age-restricted sales

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#### **Education**

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|  | **University of Maryland**Sep 2012 - June 2016 | ***Bachelor's Degree:******Sociology Major*** *GPA 3.6* |

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####  **Awards & Certifications**

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|  | **120-Hour TEFL Certificate**Awarded Let’s TEFL Ltd.I have gained an accredited 120-hour TEFL certificate. Through this course I studied different aspects of teaching skills, along with how to create lesson plans, teaching methodologies, classroom management techniques and how to test students. |

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#### **Languages**

* **English:** Native speaker, with strong writing skills.
* **Spanish:** Reasonable speaking, reading and writing ability.

#### **Skills & Abilities**

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| **Personal:****•** Friendly and approachable**•** Great with kids**•** Adapt well to new environments | **Technical:****•** Microsoft Office and Powerpoint**•** Basic image and video editing**•** Strong online research skills |

#### **Comments**

I'm looking for employment in a school located within Beijing, China. I’d love to teach young learners as I feel they’d respond will to my bright and outgoing personality. Currently I am in the United States, but can arrive in China within 3-4 week’s notice.

 To arrange interviews, or for any questions you may have, please contact me at lisa@letsTEFL.com.