

KIERSTEN O'LEARY
KENNESAW, GEORGIA
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EDUCATION

University of Hawaii at Manoa, Honolulu, HI. May 2014
B.A. Second Language Studies
Certificate in French Language
Minor in Political Science
-Graduated Magna Cum Laude
-Focus on coursework in language teaching, intercultural communication,
contemporary global politics
-Study Abroad
-Paris, France (Spring 2013)
-Florence, Italy (Fall 2011)

PROFESSIONAL EXPERIENCE

Substitute Teacher, *Mount Paran Christian School* (Kennesaw, GA). September 2015-
Present
Accepting substitute positions for primary, middle, and high school.
Diligently follow teacher's plans, ensure safe and productive classroom
environment, provide constructive feedback upon completion of assignment.

Nanny, *Chancy family* (Kennesaw, GA). August 2015-
Present
Provide reliable childcare for child under one year old. Maintain child's daily
and evening routine, engage child in educational and creative situations. Also
complete light housework and errands.

Office Assistant, *Newark Properties* (Newark, IL). April 2015-
August 2015
Assisted owners in relocation and consolidation of multiple businesses into
central office space. Facilitated office space renovation, coordinated complete file
reorganization, responsible for schedule keeping. Lead assistant in IRS audit
document preparation.

Bartender, *Roadhouse Bar and Grill* (Yorkville, IL). April 2015-
August 2015
Provided superb customer service to guests at new restaurant. Regularly
opened restaurant and acted as shift manager. Responsible for opening shift
duties such as dining room and bar set up, property checks, money count,
liquor inventory.

**English Language Teacher, *Rajprachasamasai School Under
the Royal Patronage of His Majesty the King*** (Phrapradaeng, Thailand). November 2014-
April 2015
Taught beginner English conversation for grades P1-P6 (ages 6-12).
Responsible for curriculum, lesson plans, assessments, weekly school-wide

English practice. Regular campus involvement including Word of the Week, cultural presentations, and gate duty. Lessons focused on daily conversation, self-introductions and pronunciation.

- Bartender/Server/Trainer, *Bubba Gump Shrimp Co.*** (Honolulu, HI). January 2010-
September 2014
Ensured high levels of customer satisfaction in fast paced, tourist location. Regularly interacted with and assisted foreign travelers. Trained and assessed new employees. Responsible for regular opening and closing of restaurant and bar.
- Peer Tutor, *University of Hawaii at Manoa*** (Honolulu, HI). September 2013-
December 2013
Collaborated with other tutors to facilitate English pronunciation tutoring for 8-10 English Language Learner (ELL) students. Focused lessons on individual phonemes, connected speech, stress.
- Server/Trainer/Host, *Mimi's Cafe*** (Naperville, IL). March 2008-
August 2009
Delivered excellent, reliable service to diners at high volume restaurant serving breakfast, lunch and dinner. Was responsible for the education of new staff members as well as consistently adopting leadership roles both during shifts and at off-site company meetings. Was personally selected to represent our restaurant at a round table discussion with heads of company.

VOLUNTEER WORK

Assistant Varsity Volleyball Coach, Mount Paran Christian School, Kennesaw, GA 2015 season

CERTIFICATIONS

TEFL Certificate, American TESOL Institute, Bangkok, Thailand October 2014

SCHOLARSHIPS/AWARDS

Chancellor's Scholarship, University of Hawaii at Manoa September 2009- May 2013
Dean's List, University of Hawaii at Manoa 2009, 2010, 2011, 2012, 2013, 2014

MEMBERSHIPS

Phi Beta Kappa Society, Hawaii Chapter University of Hawaii at Manoa May 2014
National Society of Collegiate Scholars May 2011
Golden Key International Honor Society May 2011
Shrimpossibles Volunteer Team October 2012- September 2014

SKILLS

Languages: English (native speaker), French (high-intermediate), Italian (beginner)

Computers: Comfortable with Mac and PC. Proficient in MS Word, MS PowerPoint, MS Excel, Weebly, Facebook

Operating Systems: very proficient with Aloha POS system, familiar with PRAAT

INTERESTS

Professional Interests: K-12 second language learning, individual differences, integrating culture into language teaching, French-English translation

Personal Interests: Planning trips and travel (both domestic and international), travel photography, hiking, yoga

REFERENCES

Available upon request