

Jon M.
Orlando, FL, USA
teachoverseasnow@yahoo.com

Education

University of South Carolina, Columbia, SC [05/2010]

- Triple major BA in Sociology, Anthropology, and Philosophy; GPA: 3.75; honors graduation
- Qualified academically in three subject areas

Certificates

Train ND, Williston, ND [08/14]

- CPR/First Aid certified

Work Experience

Command Center Staffing, Williston, ND and Odessa, TX [09/14-12/14]

Temporary Worker

- Performed general labor functions at various companies on an on-call basis, as a temporary worker within the North Dakota and Texas oil booms
- Adapted to demands of varying clients to include construction, retail, and office functions
- Transported other workers to work sites
- Negotiated with clients in order to provide proper customer service

Self-employed, Orlando, FL [07/13-07/14]

Freelance Landscaper (Business Owner)

- Owned and operated a small landscaping business as a sole proprietor
- Accounted for financial transactions using Excel software
- Purchased necessary equipment and tools for business operations
- Responded to customer requirements on a scheduled and on-call basis, depending on customer needs
- Maintained and repaired company-owned equipment
- Performed lawn maintenance within residential environments

Pe Ben USA, Houston, TX [05/13-07/13]

Painter (Pipeline Coating Crew)

- Painted pipe at Gascoyne, North Dakota pipe yard for short-term employment contract supporting Keystone XL oil pipeline operations
- Operated industrial spray coaters as member of coating crew
- Maintained, troubleshooted, and repaired spray coaters
- Operated and refueled hydraulic lift with 80 foot boom extension
- Completed daily vehicle inspection check on lift and logged results
- Controlled for erosion through installation of silk fences
- Assessed quality of workmanship and made corrections as needed
- Met or exceeded daily quota for pipes painted

Jilin University-Lambton College, Changchun, China [09/12-04/13]

(*This university is a private university and is not affiliated with Jilin University.)

EFL Teacher

- Taught basic English reading and writing skills to first-year university students
- Prepared students for transfer to USA and Canadian universities
- Provided instruction within entry-level essay writing, vocabulary acquisition, reading speed, critical thinking, and real life skills to class sizes up to 35 students

- Developed, improvised, and implemented supplemental instruction materials and course plans while utilizing existing textbook curriculum
- Administered exams and reported results to management team
- Contributed to the development of test design criteria and content through collaboration with faculty members
- Mentored students for success by providing constructive feedback on coursework
- Maintained classroom discipline by enforcing appropriate academic honor and behavioral policies
- Assessed student grades, created presentations, and created spreadsheets through the use of Excel, Powerpoint, and Word software
- Complied with policy initiatives and cultural sensitivity requirements

McLemore's Construction, Gilbert, SC [06/10-08/12]

Office Manager

- Oversaw all office functions within a small carpentry business to include supervision of 3 part time office employees
- Fulfilled tasks to include responsibilities in the following areas: customer service, financial transactions, human resources, technology, and marketing
- Resolved contract and sales problems for clients
- Screened and hired job applicants as necessary
- Provided liaison between field supervisors, clients, inspectors, and business owner
- Analyzed prospective contracts and determined viability for contract bids
- Assessed prospective real estate values to determine remodel acquisition interests
- Filed appropriate paperwork with government tax and permit assessment offices
- Installed and upgraded office equipment when necessary to include computer upgrades and maintenance
- Designed business cards, marketing flyers, and company uniforms via photoshop programs and through collaboration with local printers and screen printers

Self-employed, Columbia, SC [08/07-05/10]

Freelance Tutor

- Tutored students from university, college, and high school backgrounds within writing composition and exam preparation to include the following subjects: English, Social Sciences, Psychology, Social Studies, Philosophy, Cultural Studies, History, Art, Music Appreciation, and Archaeology
 - Taught students better study methods (mnemonics, critical thinking, logical thinking)
 - Assessed student writing skills and offered advice for better writing to include grammar and style edits
 - Performed composition edits in special cases for an extra fee
 - Assisted with university statements of intent and writing samples

Volunteer Experience

Harvest Hope Food Bank charity volunteer, Columbia, SC - Summer 2008

- Expedited orders within a food warehouse while working with homeless clients
- Selected and delivered food orders meeting proper nutritional standards