**Moana**



**PERSONAL DETAILS**



**Email:** **moana.380082@2freemail.com**

**SUMMARY OF QUALIFICATIONS1**

|  |  |  |
| --- | --- | --- |
| **Year** | **Course/Degree** | **Educational Institution** |
| 2010 | TESOL Certificate 100 hours | International TEFL Teacher Training |
| 2005 | BA Major in Education Minor in Sociology | University of Auckland |
| 1997 | Certificate in Childcare | Endeavour Training Ltd |

**SUMMARY OF EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position** | **Period of Employment** |  |
|  |  |  |  |  |  |
| Hwalcho Elementary School | Native English Teacher | January 2016-December 2017 |  |
|  |  |  |  |  |  |
| Namyang Middle School | Native English Teacher | March 2015- December 2015 |  |
| Songsan Middle School | Native English Teacher | March 2013- February 2015 |  |
|  |  |  |  |  |  |
| Namyang Middle School | Native English Teacher | October 2011 – February 2013 |  |
| Hwasu Elementary School | Native English Teacher | April 2009 – April 2011 |  |
| Jungchul Language School | Native English Teacher | November 2007- November |  |
|  |  |  |  | 2008 |  |
| Ministry of Social Development | Work and Income | 2006 to 2007 |  |
|  |  | Case Manager |  |  |
| Carlton Party Hire Group | Sales Consultant | 2005 to 2006 |  |
|  |  | Kitchen Hand | 2003 to2004 |  |
| AUSA Ticketing and Quad Shop | Customer Sales | 2001 to 2003 |  |
|  | **ADDITIONAL INFORMATION** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Language Abilities** |  | Fluent in English |  |  |
|  |  |  |  |  |  |



1Please note that any additional documents required will be provided on request.

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| **Places of Employment** | New Zealand |
|  | Auckland |
|  |  |
|  | South Korea |
|  | Gyeonggi Province |
|  | HwaseongCity :Namyang-Eup |
|  | Songsan-myeon, Hwasu-ri |
|  | Gyeongsangnam Province |
|  | Geoje Island |
|  |  |
| **Community involvement** | Auckland University Pacific Islands Students Association |
|  | (AUPISA) |
|  | Consultation on student affairs |
|  | 2005 Current Lifetime member |
|  | 2002-2004 President |
|  | University Vice Chancellor Pacific students Representative |
|  | Tuakana Mentor- Student Support Program |
|  | Public face of pacific Students to local and national |
|  | community |
|  | Networking – Students/Staff/Tertiary Sector policy-making |
|  | sector/Government Departments |
|  | Student advocacy |
|  | Day to day admin |
|  |  |

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**EMPLOYMENT HISTORY**

**Hwalcho Elementary School Position: Native English Teacher \_** **Jan 2016 - Dec 2017**

* *Key responsibilities:*
* *Grade 3,4,5,6 textbook curriculum*
* After School English Club
* English Camp classes
* Cooking classes

**Songsan Middle School Position:Native English teacher March 2013- February 2015**

*Key responsibilities:*

* Grade 1 Free semester club activities, English Pop-song
* Early morning breakfast club
* English camps
* English Conversation teacher
* Writing and speaking tests
* Annual School quiz

**Namyang Middle School Position: Native English Teacher Oct 2011 – February 2013. March 2015- December 2016**

*Key responsibilities:*

* English conversation Teacher
* English Camps
* Teaching specifically Listening and Speaking School Curriculum
* After school club classes
* Teaching Grade 1 to 3 students ages 14-16 years
* Speaking tests
* Newspaper club
* Teacher classes

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| **Hwasu Elementary School Position: Native English Teacher** | **Apr 2009 –Apr 2011** |
| *Key responsibilities:* |  |  |  |  |  |

* English Teacher
* Teach English curriculum to Kindergarten up to Grade 6 level.
* Teach English to Special Needs Students
* Lesson planning
* After School programs
* English Camps
* Parent classes

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**Jungchul Language School Position: Native English Teacher Nov 2007 – Nov 2008**

*Key responsibilities:*

* English Teacher
* Lesson Planning
* Phone teaching
* Monthly Student reports
* Staff Presentations
* Curriculum Delivery
* English camps

**Min of Social Development Position: Work and Income Case Manager Aug 2006 to Oct2007**

*Key responsibilities:*

* Liaise with contracted Services and network with employers
* Prepare and deliver seminars
* Case Manage clients
* Process applications and grant benefits
* Assist with client enquiries
* Office administration

|  |  |
| --- | --- |
| **Carlton Party Hire Group Position: Sales Consultant** | **Jan 2005 to Aug 2006** |
| *Key responsibilities:* |  |  |

* Customer service
* Event planning
* Data Entry
* Cash handling
* Site Supervisor – (Round the Bays, Starlight Symphony, Christmas in the Park, City Mission Christmas dinner)

|  |  |  |
| --- | --- | --- |
| **Carlton Party Hire Group** | **Position: Kitchen hand** | **Nov 2003 to Dec 2004** |
| *Key responsibilities:* |  |  |  |  |

* Quality Control
* Picking/Packing orders
* Warehousing
* Stocktaking

|  |  |
| --- | --- |
| **AUSA Ticketing/Quad shop Position: Customer Sales \_** | **Mid 2001 to Dec 2003** |
| *Key responsibilities:* |  |  |  |

* Customer Service
* Cash handling
* Shelf Stocking