

Kylie Spivak



OBJECTIVE:

To secure a full or part time position requiring a results oriented, self-motivated employee. Recognized for the ability to take on unlimited responsibility, multitasking, and a proven record of success. Major strengths include creative planning, strong communication skills, willingness to learn, and relationship building.

EXPERIENCE:

February 2016- Present

Topica Native

Online Company

Online English Teacher

- English teacher to students primarily in Southeast Asia
- Teach conversational English programs to adults via an online, E-learning platform
- Provide high-quality learning opportunities to students through administering basic and intermediate lesson plans
- Correct grammar and pronunciation mistakes for students through constructive criticism
- Demonstrate high sense of responsibility by being punctual and prepared for every class
- Qualifications: TEFL certification, Bachelors Degree

September 2015- February 2016 Anhui University of Finance and Economics Bengbu, China

English Teacher

- English teacher for approximately five-hundred university students
- Maintained eight separate classes averaging around sixty Chinese students per class
- Created interactive and stimulating lessons plans each week
- Encouraged classroom participation in order to build confidence in speaking the English language
- Focused on developing students speaking and listening skills through a wide range of activities, class assignments, presentations, and quizzes
- Prepared progress reports and conducted final speaking examinations
- Consistently received positive student evaluations and feedback

October 2014- March 2015

LEA Printing

Brisbane, Australia

Receptionist/Bookkeeper

- Administrative receptionist and bookkeeper for local printing company

- Answered phone calls, respond to all emails, dealt with all walk-in customers
- Maintained positive attitude and demonstrated exceptional customer service skills at all times
- Ordered supplies for the company
- Quoted clients on orders
- Proficient in bookkeeping on Xero
- Sent invoices and statements to clients and followed up consistently if no payment was received
- Created sales plan to help increase the sales of the company
- Worked full time hours: Monday through Friday

June 2014- September 2014

Guesty

Tel Aviv, Israel

Post-Bookings Director

- Developed and organized new department for the start-up company Guesty. (Guesty is a company that manages the hosts of the online property rental site AirBnb.com)
- Provided excellent customer service to international clients around the clock
- Responsible for handling all emergencies involving clients, guests, and cleaning crews
- Excelled in working independently as well as being a team leader
- Contributed innovative ideas on how to better organize the operating system
- Averaged around 70-85 hours per week

October 2013- September 2014

Nanny

Tel Aviv, Israel

English Speaking Nanny for a 2-year-old Israeli Boy

- Required to speak only English while child speaks only Hebrew to help develop his English understanding and speaking abilities
- In charge of daily pick up from his kindergarten
- Transport him to various outings, accompany him on play dates, and host children and families at his house
- Nightly dinner preparation
- Give evening baths and prepare him for bedtime
- Create and play educational games to develop his cognitive and language abilities as well as general knowledge
- Communicate activities and progress to the parents on a daily basis

November 2013- May 2014

Love English Gan

Tel Aviv, Israel

Teacher Assistant in 2-3 year-old class

- Provided daily preparation for educational lesson plans with an emphasis on English language skills
- Conducted circle time and lesson plans specifically highlighting Israeli culture- holidays, traditions, history, landscapes, and geography

- Organized various art activities to promote cognitive and motor development
- Communicated with parents and staff thoroughly
- Prepared nutritious meals and snacks from scratch
- Meticulously cleaned all areas of the gan twice a day

2010-2013 The Carillon at Boulder Creek Boulder, CO (USA)

Residential Assistant II

- Broad-scoped elderly caregiver position; responsible for all aspects of direct resident care, including assistance with activities of daily living, personal care, assisting and creating structured physical therapy, social programs, domestic maintenance, laundry and housekeeping.
- Experienced in communications with families, medical personal, pharmacology and residents with dementia and other life altering disease states
- In charge of dispensing schedule 3 narcotics and numerous other medications
- Demonstrate leadership skills in emergency situations
- Been promoted to corporate trainer for new incoming RA's to the Carillon
- Administrative skills: discharge papers, computer programs, intake forms, and daily reports
- Excellent time management skills, always on time and experienced in all areas of shift work(3pm-11pm,11pm-7am,7am-3pm)
- Certifications: CPR, First Aid, and QMAP (Qualified Medication Administration Personnel)

2011- 2013 MESA: Moving To End Sexual Assault Boulder, CO (USA)

Volunteer Hotline Counselor

- Counseling callers who have experienced rape or sexual assault, struggling with the trauma of past sexual assaults, incest, or childhood sexual assault
- Provide a confidential safe haven and referring them to more qualified people who specialize in their specific trauma. (EX: children, LGBTQQI, domestic violence, men ect)
- Assist survivors in the hospital for a sexual assault medical exam offering support and counseling
- Guide individuals through the legal process of dealing with sexual assault
- I average 55 hrs./month

2006-2009 Highland Community Learning Center Louisville, KY (USA)

Teacher's Assistant

- Created daily childcare programs. Educational and recreational activities for 20-40 two and three-year-old's primarily, and infants to preschoolers when necessary
- Responsible for aspects of the supervision of full and part time staff, training prospective employees and delegating responsibilities.
- Helped maintain the various spaces; cleaning bathrooms, kitchens and stocking supplies daily
- Organized numerous educational projects to promote social, cognitive, and physical skills

among my students

CERTIFICATIONS

- TEFL (120 hours)
- CPR
- First Aid
- QMAP

EDUCATION

University of Colorado at Boulder

August 2009- May 2013

Bachelor's Degree- 3.8 GPA

Triple Major: Psychology, Sociology and Women's and Gender Studies

Official Transcript Furnished Upon Request