

KAELA SUN KONTIR

Freelance Translator, Editor, Writer and Content Creator

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PROFESSIONAL SUMMARY

Goal-driven and ambitious job-seeker looking to change and advance career by securing an entry-level job in a relevant and valuable field.

EDUCATION

Feb 2020

Bachelor of Arts: Linguistics

Korea University | Seoul, South Korea

- Minored in English Language and Literature
- Graduated with 3.26 GPA

Feb 2020

Bachelor of Science: Brain and Cognitive Sciences

Korea University | Seoul, South Korea

Dual Degree Program with BA Linguistics Degree

2014

Korean Language School: Levels 1-5

Seoul National University KLEI | Seoul, South Korea

2010

Bachelor of Arts: Theatrical Design and Production

Ithaca College | Ithaca, NY

- Degree Incomplete
- June 2009 - August 2009 Williamstown Theatre Festival Properties Internship

WORK HISTORY

Mar 2020 - Feb 2022

ESL Teacher

POLY Institute Jungkye -
Seoul, South Korea

- Instruction of English phonics, grammar, writing fundamentals and essay-writing, reading comprehension, literature, debate skills, social studies,

and science to over 50 Korean Kindergarten and Elementary school students

- Incorporated activity and curriculum planning to aid children with social, artistic, and cognitive development

Jul 2016 - Sep 2019

Head Kitchen Staff

Fromaqi Bistro and Cafe -
Seoul, South Korea

- Worked with diverse international team to prepare food, provide high-quality service to customers, and maintain excellent condition of kitchen and prep facilities
- Advised and collaborated with store owner to establish menu and efficiency of food prep and service processes
- Identified issues, analyzed information, and provided solutions to problems

Jul 2019 - Aug 2019

**Summer Camp Main
Instructor/Curriculum
Coordinator**

Seoul National University/SIA
Stem Initiative - Seoul, South
Korea

- Collaborated with Harvard University and Seoul National University Department of Engineering to design and conduct 3-week "Mission to Mars" themed English-camp, instructing fundamental science and math with interactive projects and activities in ESL-learning environment to students grades 3-6.

Jan 2010 - Jun 2013

**Branch Supervisor and
International Consultant**

Au Bon Pain Cafe - Boston,
Massachusetts

- Managed 3 store locations in Boston, MA and Consulted franchise owners in Seoul, South Korea
- Supported staff with front of house and back of house duties during peak hours
- Bookkeeping and managing of store finances and employee wages
- Skilled in all positions: sandwich building, food prep, barista, cashier, and baking
- ServSafe Certified

SKILLS

- Fulltime Study Abroad in South Korea
- Korean fluency (Level 4 TOPIK)
- Customer Service
- Verbal and written communication
- Microsoft Office

- Ongoing development of other foreign language skills (Arabic, Russian, etc.)
- Extensive English Grammar Knowledge
- Kinesthetic Learning
- Superior verbal skills
- Exceptional adaptability in new work environments
- Basic Python and R programming
- Receptive to constructive criticism
- Analytical skills
- Cultural awareness
- Conflict resolution
- Strong work ethic
- Constant self-evaluation and seeking self-improvement

OTHER ACTIVITIES

- Korea University Women's Football Club FC Elise [2016-2019]
- Presentation of Experiment: *Congruency Sequence Effect in the Simon Task With Working Memory Load* at Korea Psychology Association Colloquium Sejong University [August 2017]
- Global Korea University Foreign Language Exchange Program [2015-2016]
- Volunteering with the American International Student Association in Korea (AISAK) [2014]
- Korea University “비정상회담” (Abnormal Summit) Talk Show [2014]

INTERESTS

- Theatre/Performing Arts
- Fitness/Health
- Social development
- Education and psychology
- Cultural and history
- Foreign Languages
- Music and Art
- Anything Calvin and Hobbes, Peanuts, or Disney Characters