**FARAZ KORASANI**

*Sydney NSW 2067*

*0451 287 563*

[*faraz.korasani@gmail.com*](mailto:faraz.korasani@gmail.com)

*Published Australian educator, administration officer, and technical artist and writer with 20 years of experience*

*Video editing, creative coding, and multimedia design sample portfolio:*

[*https://youtube.com/playlist?list=PLeWo\_gBNntCwpofiHMAmptDWXtFw40SES&si=4I2rS96wzYZ5rU01*](https://youtube.com/playlist?list=PLeWo_gBNntCwpofiHMAmptDWXtFw40SES&si=4I2rS96wzYZ5rU01)

*Personal GitHub Website:*

[*https://farazkorasani.github.io/portfolio/*](https://farazkorasani.github.io/portfolio/)

*4 years as the Chief Administration Officer at Dr. Rafi’s Educational Centre*

*5 years as the lead Pathway Teacher for university-bound students at ILSC Sydney, Australia's largest English school*

*Master's in English literature, Bachelor's in computer science*

**Skills**

* Office Administration (scheduling, record-keeping, and reporting)
* Document Management (data entry, proofreading, and editing)
* Customer Service (liaising with clients and stakeholders)
* Technology Proficiency (MS Office Suite, database management)
* Video Editing (FlexClip)
* Graphic Design (Adobe Photoshop, Figma)
* Web Design (HTML, CSS)
* Web Development (HTML, CSS, JavaScript)
* Creative Coding (Processing, P5.js)
* Creative Writing (essays, reviews, blogs, etc)
* Game Development (Unity, C#)

**Qualifications**

* Cambridge CELTA (pass B) – International House Sydney, Sydney, Australia
* Master’s Degree in English Literature
* Bachelor’s Degree in Computer Science
* Academic IELTS 8.5
* General IELTS 8.5
* iBT (TOEFL) 118
* GRE 320 (Full Verbal Score)

**Publications**

* Faraz Korasani. “Q Skills for Success Level 2 Book Review”. *English Australia Journal* 37.1 (2021): 103-107.

**Professional Experience**

**Dr. Haleh Rafi’s Educational Centre – Melbourne, Australia**

Chief Administration Officer, Aug 2020 – Present

* Coordinate administrative operations, including scheduling, student record maintenance, and correspondence
* Designed and implemented workflows to improve office efficiency and client satisfaction

**PrepBox China – Sydney, Australia**

Online ELA English Teacher, Jun 2024 – Present

* Exam prep (TOEFL, IELTS)
* Academic/Creative Writing

**ILSC Sydney – Sydney, Australia**

English Teacher, Mar. 2019 – Apr. 2024

* IELTS Preparation Courses (Online and On-Campus)
* English for Academic Purposes Courses (Online and On-Campus)

**International House Sydney- Sydney, Australia**

English Teacher, Jan. 2019 – Feb. 2019

* General English courses; English File 3rd Edition

**References**

* Dr. Haleh Rafi; Senior Research Development Coordinator at Monash University, Melbourne, Australia; [haleh.rafi1@monash.edu](mailto:haleh.rafi1@monash.edu)
* Aaron Clark; Head Teacher at ILSC Australia; [Aaron.Clark@ilsc.com.au](mailto:Aaron.Clark@ilsc.com.au)

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