



Keegan Wedwick

Senior Teacher Recruiter

Senior Recruiter with 4+ years of full cycle recruitment of teachers across the globe to China and Russia. Proficient in training and coaching others to meet company standards and objectives with both recruits and fellow recruiters. Dedicated to detail-orientation and organization of candidate documents to ensure sound hiring practices. Currently obtaining a Full Stack Web Development certificate from UW-Milwaukee to switch into a Web Development career and open to relocation if needed.



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Wisconsin, United States



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github.com/kwedwick

SKILLS

Full Stack Web Dev

JavaScript

Node.js

React

Salesforce

Recruitment

LANGUAGES

English

Native or Bilingual Proficiency

Spanish

Limited Working Proficiency

INTERESTS

Travel

ESL

Running

Games

Tech

WORK EXPERIENCE

Senior Teacher Recruiter

EF English First

10/2016 - Present

Shanghai, CN & Wisconsin, USA

Achievements/Tasks

- Represents the company as the main point of contact for lead calling, interviewing, and the arrival of each teacher into China and Russia
- Maintains a large and consistent pipeline of teachers arriving to China and Russia including 130 arrivals in one fiscal year
- Ensures all documentation adheres to strict government visa regulations prior to entry into target country
- Maintains a level of cultural knowledge and sensitivity while working with applicants and coworkers across the globe
- Works collaboratively with multiple departments within the company to ensure the successful arrival of each teacher into their target country
- Leads in-depth training sessions with all new and current US-based recruiters in order to establish a strong departmental knowledge base for consistent and quality recruitment standards

ESL Teacher

EF English First

08/2015 - 09/2016

Shanghai, CN

Achievements/Tasks

- Planned and delivered comprehensive English as a Second Language (ESL) lessons to moderately sized classes of children
- Ensured complete and accurate record keeping of all student progress and grades to better assess the improvements made throughout the year
- Evaluated students' progress and provided ongoing support and guidance for improvement to both students and parents

Program Manager

Chileada

08/2013 - 08/2015

La Crosse, WI

Achievements/Tasks

- Implemented the Individual Education Programs (IEP) of each student to guarantee all behavioral target goals were met
- Monitored facilities to ensure all aspects of resident care, medical treatment, and routine campus functions were maintained
- Skilled in working with children and adults with autism and other severe behavioral challenges
- Certified in administering medication and treatment of basic medical needs to all students

CERTIFICATES

Full Stack Web Development (05/2020 - 11/2020)

JavaScript, HTML, CSS, Node.js, React

170 HR TEFL Certificate (03/2015 - 07/2015)

150HR ESL Teaching Certificate + 20hrs of Young Learner Techniques

EDUCATION

BA Spanish & BS Biopsychology

Viterbo University

08/2008 - 05/2014

La Crosse, WI