

# Diana Tsitlishvili

## **Chuncheon, South Korea - English Teacher**

New York, NY

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## Work Experience

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### **Chuncheon, South Korea - English Teacher**

Lolly School

July 2016 to February 2019

I worked at this company full time as an English teacher. I taught from the ages of 5 years old all the way to 14 years old. The school is an English Kindergarten in the morning and an after school English Academy in the afternoons. This wide range of age groups helped me hone my skills of grading my language and teaching methods based on the difficulty and levels of the children I was teaching. For the majority of the time I was the acting Senior foreign teacher at the school. Additionally I had to oversee progress reports for 30+ students and create lesson plans for 15+ classes.

### **Assistant to HR**

Wexler Associates - New York, NY

December 2015 to July 2016

I worked at this company full time as an assistant to the HR Supervisor.

Tasks ranged from scheduling and conducting interviews, to writing up proposals and reports for prospective new projects and clients as well as coordinating pick up of documents, hand delivering them and being on top of accounts receivables as well.

### **Assistant/Head of Accounts Receivables**

Dr. Kim 4 Kids - Great Neck, NY

November 2014 to July 2015

I worked part time for Dr. Kimberly Williams, a clinical psychologist that focuses on the developmental issues for children and young adults. My tasks revolved around scheduling appointments, and contacting patients to confirm their existing appointments and maintain and oversee the billing. I familiarized with the programs, QuickBooks, and Accept Pay and used them on a daily basis. I was also in charge of contacting insurance companies and filing claims for patients, as well as contacting schools to set up conference calls for the Doctor and school psychologists, getting release of informations signed, setting up new patients, appointments and much more.

### **Studio Assistant**

Muddworks - Great Neck, NY

September 2014 to July 2015

I worked part time at this company. It is an art studio and my job includes helping clients come in and get settled in and giving quick demonstrations explaining the process. In addition my job included helping people paint the pottery, and assisting with the countless birthday parties, bachelorette parties and other events we hosted on a weekly basis. I also assisted with expanding outreach through social media, mainly through the use of Instagram.

## **VP of Marketing**

Astra Group Inc - Great Neck, NY

June 2010 to July 2014

2014

I worked at this company part time as a trader. The company specializes in wholesale of frozen goods. My job was to find customers and make offers to them as well as helping around the office. I started off as a receptionist and then worked my way up to a part time trader. I was in charge of sending faxes, scanning documents, and work as a standing assistant to all of my coworkers and bosses. When I became the VP of Marketing I was in charge of finding new customers and expanding our clientele through cold calling and maintaining strong relationships with the connections I made for future business.

## Education

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### **Bachelors Degree in Linguistics**

CUNY Queens College - Flushing, NY

January 2013 to December 2015

### **Associates Degree**

CUNY Baruch College - New York, NY

September 2010 to May 2013

### **Diploma**

John L. Miller Great Neck North High School - Great Neck, NY

September 2006 to June 2010

## Skills

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Powerpoint, problem solving, Teaching, Communications, Typing, Filing, Public Speaking, Organizational Skills

## Certifications/Licenses

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### **CELTA**

May 2016 to Present

Pass B. I completed 6 hours of observed teaching by qualified tutors and 4 hours of unobserved teaching. Taught pre and upper intermediate multilingual classes of 10-25 students in ESOL. Tailored the lessons according to research and analysis of students' needs and employed original and authentic texts and created activities targeting receptive skills, productive skills and language systems