

Diane Nnaemeka

CONTACT INFORMATION

Email: sweetenedsoul123@gmail.com

Nationality: American

OBJECTIVE

Proactive, 5+ years of experience with teaching, management, administration, and working with international audience.

Can manage both small and large groups of people.

Open for hire.

EXPERIENCE

Thailand

May 2018 - Present

ESL Teacher

- Assist students in learning English
- Teach weekly topics to increase English vocabulary
- Teach letters, numbers, and sentences in English
- Read stories and practice grammar
- Participate in games and activities to test knowledge of English

Washington, DC

Sep 2017 - Apr 2018

Host

Jinya Ramen Bar

- In charge of answering phone calls
- In charge of taking to-go orders for customers (through phone, through ipads, or walk-ins)
- Do light housekeeping for restaurant (cleaning host stand, menus, tables, and keeping tabs on bathrooms)
- Greet guests, and walk them to their table
- Keep track of reservations and guest count in iPad
- Light administrative work (copying and photocopying documents)
- Help maintain smooth flow of restaurant

Washington, DC

Jun 2017 - Jun 2017

Community Manager

Carr Workplaces

- Answered the phone for the clients
- Scheduled meetings and events
- Kept stock of the inventory in the kitchen
- Helped to direct new clients around the co-working space