

Jess Ourand

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PROFESSIONAL EXPERIENCE

Monkey Tree English Learning Center, Hong Kong — Recruitment & HR assistant

JULY 2015 - JANUARY 2016

Assisted HR and Recruiting team by reviewing teacher applications, conducting interviews, and answering inquiry emails. Responsible for submitting candidate visa applications to HK immigration.

Edupower Ltd, Hong Kong — English Teacher

JANUARY 2015 - JULY 2015

Taught English at a public Kindergarten. Planned lessons for students between 2 and 6 years old.

Monkey Tree Learning Center, Hong Kong — Head Teacher of Siu Sai Wan (Island Resort Mall) branch

SEPTEMBER 2013 - SEPTEMBER 2014

Taught English lessons to students between age 4 through 16. Created lessons plans and prepared activities for school. Supervised teaching staff and liaised between corporate office and franchise school staff.

Hutson Talent Agency, Norfolk, VA — Actor

APRIL 2011 - PRESENT

Appeared in multiple Investigation Discovery programs, as well as U.S. Army safety training film. Various print advertisements.

EDUCATION

Udacity — Full Stack Web Developer Nanodegree

DECEMBER 2015 - In progress

Online learning prepares students for a career in web development. Built by Google, Github, and Amazon Web Services.

Old Dominion University, Norfolk, VA — B.S. Rec. & Tourism

AUGUST 2009 - MAY 2012

COMPUTER

HTML, CSS, Bootstrap, Basic Python, & SQL

VOLUNTEER

CARE NOW After School

Program: Mentor at-risk elementary and middle school students through healthy recreation. Focuses on building resilient character traits through teamwork.

Riverside Behavioral Health:

Volunteered as a Recreation Therapist for adolescents (12-18) with developmental and behavioral disabilities. Focused on building trust and teamwork through benefits-based recreation.

TRAVEL

*Gaps in employment were spent backpacking through Southeast Asia and Europe. During my travels, I have gained skills communicating, learned to overcome cultural barriers, built a network of contacts around the world, and developed valuable planning and budgeting skills.