

**Morgan McKay**  
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## **Profile:**

Professional, positive, and energetic, with a background in Education and Administrative Assistant positions. Effectively communicates with colleagues, supervisors, and customers. Excellent customer service skills and ability to problem solve.

## **Education:**

**University of Nevada, Reno- 2006-2010**  
Bachelors of Arts in Secondary Education, Spanish  
Graduated with Distinction

## **Work Experience:**

### **ESL Teacher**

**Kangnam Pride Institute, August 2013- September 2014, Seoul, South Korea**

English as a Second Language teacher for preschool to 4th grade at an advanced curriculum school specializing in Gifted and Talented students who have lived abroad. Implemented and assessed lessons, built rapport with students and evaluated progress.

### **ESL Teacher**

**Kendyl Depoali Middle School, August 2011- August 2013, Reno, NV**

ESL and Spanish teacher for grades 6-8. Developed, implemented and assessed lessons, as well as developed a repertoire of teaching methods and pedagogy, attended professional development sessions, evaluated student progress, communicated with parents, collaborated with others, and other teaching duties.

**BANN C-CORE Mentoring Program, June 2011-August 2011**

Mentoring Coordinator

Worked with at-risk teens, ages 16-18, to pair them with mentors in the residential construction industry. Conducted workshops, identified career goals, maintained data bases, identified potential participants and did community outreach.

**Dr. Merle Bruce's Office, Aug 2010- Jan 2011**

Receptionist

Provide office support, including answering phones, scheduling appointments, file updating, faxing, and other correspondence. Assisted doctor in prescription refills and patient follow-up.

**Steven J. Klearman & Associates, August 2008-2010**

Legal Administrator

Case manager of non-litigation cases. Worked with clients to gather case information. Obtained documentation necessary for settlement negotiation and litigation. Assisted attorney and paralegal in filing civil law suits and other court documents. Provided customer service to client including scheduling meetings, answering phones, and other correspondence.