

<p>Ryan O’Keefe 10007 Woodland Village Dr. Austin, Texas 78750 (985) 249-9429 ryanokeefe09@gmail.com</p>	
<p><i>“...exceptionally energetic and enthusiastic teacher...exceptional ability to manage others.”</i></p> <p>Chris Westergaard former administrative supervisor</p> <p><i>“...utilizes his passion and quick sense of humor to actively engage the others around him...regardless of the interest level of subject content...”</i></p> <p>Leah Rosenberg Professor of Sociology University of Missouri</p>	<p><i>Professional Profile</i></p> <p>Eager to use my interpersonal skills, unique experience, and quality work ethic to enrich the business world at a variety of levels</p> <ul style="list-style-type: none"> ● Hold Bachelor’s Degree in Sociology with a Multicultural Certificate and a Minor in History. ● Experienced in teaching children and adults of all ages, with varying language backgrounds. ● Dedicated to enthusiastic and dynamic collaboration with others. ● Effective sales technician bringing customer and company together for mutually beneficial outcomes <p><i>Education, Honors, and Certifications</i></p> <p>Bachelor of Science - Sociology University of Missouri, Columbia, MO. 2013</p> <p>Central European Studies – CIEE Corvinus University, Budapest, Hungary. 2012</p> <p>Multicultural Certificate – University of Missouri</p> <p>Provisional Certifications TEFL Teaching Certification, The Language House, Prague, Czech Republic. Globally Recognized. 2013</p> <p>Key Qualifications</p> <p>Experienced in motivating at-risk youth to help achieve goals both in and out of the classroom.</p> <p>Hands on sales experience with a non-profit organization. Success with identifying positive outcomes for both customer and organization while working with Greenpeace. Ambassador of environmental well-being.</p> <p>Certified in Teaching English as a Foreign Language through The Language House in Prague.</p> <p>Ability to plan and instruct multiple subject areas using a wide variety of teaching aids, motivational and implementation strategies to engage others in active learning.</p> <p>Excellent communication skills that can transcend language barriers and develop language ability.</p> <p>Implement technological approaches to subject material. Research educational resources on the Internet. Assist with information retrieval.</p> <p>Experienced Communication Educator</p> <p>Designed and conducted daily lesson plans of various difficulty levels to effectively teach students to speak English. Instructed students of all ages and assisted in reading and writing. Highly developed skills in demonstrative teaching – very effective with both young children developing their primary language skills and non-native English speakers.</p>

“My ability to motivate others and share my passions to better the world around me helps to foster a successful environment for other people.... I would welcome becoming part of your organization and helping you reach your goals.”

Ryan O’Keefe

Computer Skills

- **Software (IBM and MAC environments):** Microsoft Windows® and DOS, WordPerfect, Microsoft Word, PageMaker, Photoshop, Adobe Suites,
- Working knowledge of the **Internet** as well as **social media sites** and basic **html**
- **Apple products** – iPhones, iPads, Macs. Working knowledge of applicable educational programs and moderate ability to troubleshoot technical problems.

Employment

Professional Development in Education

- **AmeriCorps, Literacy Coalition of Central Texas**, August 2014 – Present
Volunteer ESL teacher, GED and ABE instructor Austin, Texas
- **Fund Raiser, Greenpeace USA**, February 2014 - July 2014
Environmental Nonprofit, Denver, Colorado
- **Teacher, Preschool**, Fall 2013
Adventures in Learning, Millersburg, Missouri

Experience

- **English Teacher, TEFL Certified**, August 2013
The Language House – international teaching program, Prague, Czech Republic
- **Teacher, High School**, Spring 2012
Trefort Gimnazium, Budapest, Hungary
- **Ulster Project**, 2012
A peace-building exchange program for Northern-Irish teens
- **Secretary**, 2011
Hatch Hall Student Government, UM