

ANTHONY DUCHENY

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OBJECTIVE:

To obtain a long-term ESL Teaching position with a stable company/school.

WORK EXPERIENCE:

April, 2017 to Present – ForeignerHR

Worked at assigned schools as follows:

Gaowa Piano Infant Park – ESL Teacher - Beijing, China

- Taught children, from ages 2 to 6, basic words in English utilizing flashcards, various flashcard games, laptop, tablet and songs.

I-Perfect International Club for Kids - ESL Teacher– Beijing, China

- Educating children from age 4-12 and working with students to help them to learn and improve phonics, language skills, writing and speaking.
- Work closely with colleagues and parents to make sure students achieve maximum learning outcome and giving parents full feedback on their children's progress.
- Created lesson plans based on school's curriculum. Used many interactive tools such as laptop, PPT, videos and creative arts so students become fully immersed in an English-speaking environment while learning new skills.

Magna Energy Services - Gillette, WY - Driver / Driver Coach 07/2014 - 05/2015

Drove company truck handling various tasks including fresh water delivery, KCL and Brine delivery, Production Water and other waste to disposal sites, filling various tanks at various site locations including oil drilling sites, frac sites, posidene tanks, etc. Filled a variety of tanks including upright, frac, day tanks, ponds, etc. Interacted with rig and site personnel to determine exactly what needs to be done, how much water is needed, which tanks to transfer fluids to and from, etc. Completed daily driver logs, billed clients for work performed and performed pre- and post-trip vehicle inspections. Performed minor maintenance on trucks including adding fluids, fixing site tubes, etc.

Drive-It Insurance Services Orange, CA - Insurance Representative 10/2012 - 11/2013

I was hired to help start and run in-house insurance agency for a local automobile dealership. Helped to gain company appointments and set up insurance agency operations. Once agency was established, underwrote, quoted and sold insurance to customers. Helped with customer service after the sale including solving customer problems, taking payments, etc. Took bank deposits to bank and took other business-related calls pertaining to the auto dealership (payments, etc.) Ultimately, the company closed and I was laid off.

Hilton Worldwide Hemet, CA - Reservation Sales Specialist 06/2009 - 10/2010

Took from 50 – 150 calls per day helping people with reservations for the Hilton family of hotels. Helped make reservations, modify reservations, assist customers with special requests, took payments. Transferred customers to appropriate department when I was unable to assist with their particular needs. The Hilton closed the call center and sent 300+ jobs to the Philippines.

McGraw / Pacific Specialty Insurance Services Anaheim Hills, CA - Regional Sales Manager 05/2006 - 09/2007

With all of Southern California as my territory, I defined prospective agents and brokers for company appointments, identified roll-over opportunities, procured all needed paperwork for appointments, developed strong relationships with agents and brokers to increase production and profitability, kept agents informed of product enhancements, production and loss results and suggested methods to improve performance, provide agency training to owner(s), manager(s) and staff on our products and website, participated in industry events/trade shows and other assigned/required duties as directed by the VP of Sales & Marketing. Terminated after returning from 90-day medical leave following major surgery.

Absolute Insurance Services Victorville, CA - Owner / Operator 09/2000 - 05/2005

Owned and operated my own insurance agency. Performed all daily tasks associated with running an insurance agency including making decisions regarding advertising, creating and implementing policies, underwriting, quoting and selling insurance policies, customer service, marketing and any other tasks associated with running an insurance agency. I Sold the insurance company after receiving an offer to purchase it.

The General Auto Insurance Colton, CA - Sales Agent 09/1998 - 08/2000

Took an average of 30 to 60 calls per day. Gathered information to give automobile quotations. Followed up with potential clients to make the sale. Also did customer service on clients which already had insurance with The General. I Left to start my own insurance agency.

Eastwood Insurance Services Sacramento, CA - Sales Agent 04/1993 - 08/1998

Took an average of 30 to 60 calls per day. Gathered information to give automobile quotations. Followed up with potential clients to make the sale. Also did customer service on clients which already had insurance with Eastwood. As we were not computerized as we are today, I also drove to clients to write up the policies at their homes.

Education

High School Diploma - La Puente Adult School La Puente, CA, UNITED STATES Graduated: 06/1986

ICDC College Huntington Park, CA Date: 04/2012 - Graduated Valedictorian - studied law – Paralegal. 4.0 GPA