



NIKI NITYA SRI HAUSE

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Education

BACHELOR OF ARTS IN RELIGIOUS STUDIES (B.A.)
BACHELOR OF ARTS IN DRAMATIC ART (B.A.)
UNIVERSITY OF CALIFORNIA, SANTA BARBARA (U.C.S.B) U.S.A. 1993-1998
Dean's Honor Roll 1997 and 1998/ Double Major Graduate

LICENSED MASSAGE THERAPIST U.S.A.
UCMT FAMILY OF SCHOOLS, NEVADA U.S.A. 2003

CPD CERTIF. AND IVCAS ACCREDITED DIPLOMA IN ADVERTISING & MARKETING
WWW.BE.A.CO.UK

320 HOUR ACCREDITED TEFL CERTIFICATE
PREMIER TEFL

About Me

Organized	Straightforward	Intelligent
Punctual	Honest	With-Integrity
Persistent	Hard-Working	Communicative
Generous	Fun	Modest
Adaptable	Responsible	Polite
Persuasive	Cooperative	Professional
Detailed	Professional	Reliable

Work Experience

ENGLISH TEACHER

AL07 ONLINE – STOCKHOLM, SWEDEN/APRIL 2017– AUGUST 2017

JILIGUALA ONLINE- STOCKHOLM, SWEDEN/SEPTEMBER 2017-PRESENT

Conducted private and multi-student classes online teaching English to Chinese children

Successfully managed elaborate technical necessities for online teaching

Followed online software teaching programs which required careful time management

Provided feedback on the student's progress via online reporting

ENGLISH TEACHER

ENGLISH 4 KIDS – STOCKHOLM, SWEDEN/ SEPTEMBER 2009 – AUGUST 2010

Conducted private in-home and small class tutoring with pre-planned lesson plans
Created activities for children to learn English
Co-taught after-school English classes at nursery schools as well as grammar schools
Contributed to discussions on effectiveness of lesson plans

DRAMA TEACHER

SANTA BARBARA, CA./ SEP. 2001 – JUNE 2002

Single-handedly managed a class of 30 students of 4th, 5th, and 6th graders in a public school through a non-profit organization
Created lesson plans for students to express themselves through theater
Encouraged students to speak up
Considered the under privileged status of students and made lessons accordingly

FRONT DESK COORDINATOR

VALLEY VILLAGE, CA./ JULY 2005 – SEPTEMBER 2005

Successfully verified insurance coverage and precisely compiled patient files
Easily handled multiple phone lines while organizing patient arrivals
Accurately scheduled patients and articulately communicated benefits of the office to persuade new clients to visit
Recorded messages perfectly and executed standard office tasks, faxing, copying, stocking, etc.
Received client payments and managed end of day profits

EXECUTIVE ASSISTANT

MILLER ENTERTAINMENT – SHERMAN OAKS, CA./ SEPTEMBER 2003 – JUNE 2005

Assumed the role of extensive intermediary between President and clients
Answered and screened President's calls and organized mail
Prepared and typed correspondences
Read and provided script coverage
Maintained daily calendar of President, including travel plans

CUSTOMER CARE REPRESENTATIVE

CALLWAVE – SANTA BARBARA, CA./ APRIL 2002 – SEPTEMBER 2003

Answered and returned technical customer service calls enthusiastically in a busy call center environment
Quickly deciphered large problems from small problems on every call and solved them efficiently
Provided billing assistance to a wide range of customers from all over the country

ACCOUNT EXECUTIVE

EPACIFIC INCORPORATED – SANTA BARBARA, CA./ APRIL 1999 – JULY 2001

Targeted new business opportunities and grew portfolio profitability for a financial company
Identified target “at risk” customer base and retained customers
Maintained ongoing exceptional working knowledge of all company products, services, and contracts, often completing work of other departments when necessary
Worked directly with internal department leaders to ensure fluidity
Recognized and re-calculated banking software glitches and reported them to management

ASSISTANT MANAGER

LADY FOOTLOCKER – SANTA BARBARA, CA./ MARCH 1998 – DECEMBER 1998

Acknowledged and delegated necessary responsibilities to other employees
Aided in interviewing, hiring, training, and supervision of store and employees
Monitored weekly sales, inventory and profits

Created original strategies for marketing merchandise

Interests

For most of the last ten years I have been in India volunteering in an NGO, studying and travelling. On a personal note, I have a deep interest in teaching, meditation, acting, dancing, films, writing, editing, reading, learning new things, humanitarian work, and natural healing of all kinds. On a professional level, I am good and successful in marketing and communications. I have received my accredited 320-hour accredited TEFL course and I am working on a project to teach morals and values to children in the field of character education. I pick things up quickly, and therefore can learn any new skill or software which may be required of me. I have done freelance work in writing and proofreading. I have also built my own web-sites, which are no longer live using "Site-Build-It" which taught me massive amounts about online marketing.