

# ANETE ANKMANE

DAY CENTER DIRECTOR



## CONTACTS

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Rīga, 1001



## ABOUT ME

I have extensive experience in teaching English to both adults and young learners, developing engaging lesson plans tailored to various proficiency levels. My expertise in classroom management and diverse instructional techniques has consistently fostered a positive and effective learning environment. Additionally, my ability to adapt to multicultural settings and incorporate technology into lessons ensures that all students receive a comprehensive and enriching educational experience.

## SKILLS

Organizational Skills

Problem-Solving and Flexibility

Interpersonal Skills

Communication Skills

Technology Integration

Cultural Sensitivity and Adaptability

## WORK EXPERIENCE

English teacher, SIA "Buts", Riga

Jan 2017 - Present

- Taught English to adult learners of all levels, creating tailored lesson plans and using diverse teaching methods.
- Conducted assessments, provided personalized feedback, and facilitated conversation clubs to enhance practical language skills.
- Fostered an inclusive and engaging classroom environment.

Day Center director, LELB Diaconia Center, Multi-functional Day Center "Dzīvības aka", Riga

Dec 2020 - Present

- Oversee day-to-day operations of the center.
- Coordinate activities and services for community members.
- Lead a team of social workers and volunteers.

Social Worker, LELB Diaconia Center, Support Center for Families and Children "Sirdsgaisma", Riga

Jul 2018 - Nov 2020

- Provided social support to families and children.
- Developed and implemented individual care plans.
- Organized community outreach programs.

Deputy Director of Educational Work and Elementary School English Teacher, Talsi Christian School, Talsi

Aug 2014 - Jun 2018

- Led educational activities and programs.
- Organized extracurricular activities and interest groups.
- Planned and managed school events.
- Taught English to elementary school students, developing age-appropriate lesson plans and activities.
- Supported young learners in building foundational English language skills.

## EDUCATION

The TEFL Academy, Mansfield, UK

2024

- Completed a 168-hour course accredited by Ofqual.
- Mastered English language teaching methodologies and classroom management.
- Developed skills in lesson planning, student assessment, and use of multimedia tools.

Classroom Management

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Lesson Planning and Preparation

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- Specialized in teaching young learners, business English, and exam preparation.
- Gained practical experience through peer teaching sessions and real-world practice.

**Bachelor of Education, University of Latvia, Riga**  
2020

Bachelor degree in education, qualification in Social Pedagogy