

DOMINIC LINLEY

STUDENT SUPPORT & ADMINISTRATION

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PROFESSIONAL SUMMARY

Motivated and experienced student support professional with a strong background in advice and guidance, coaching, and administration. Excellent communication skills with a proven ability to provide tailored support and guidance. Experience in delivering high quality administrative support in the Higher Education sector.

SKILLS

Student support and coaching
Administration skills
Organisational skills
Communication skills
Safeguarding and confidentiality
Problem-solving abilities

EDUCATION

Leeds Beckett University

Certificate in Spanish Language Studies
April 2009

University of Bradford

Postgraduate Certificate in
Guidance and Learner Support
October 2007

University of Bradford

Bachelor of Arts in International Relations
Upper Second Class
July 2000

RELEVANT EXPERIENCE

English Teacher

Nov 2022 - Present

Bluebell Academy, Valencia,
Working one to one and in groups to improve
English language skills. Design of appropriate
learning materials to match student's needs.
Preparation for official exams and academic work.

Work Coach

Feb 2020 - Oct 2022

Department of Work and Pensions, Leeds
Supporting clients to find employment and training.
Recording client outcomes and monitoring statistics
accurately. Working with stakeholders and local
organisations to help meet client needs. Researching
and following up complex enquiries.

English Teacher

Sept 2015 - Oct 2019

The English Centre, Valencia,
Preparation and teaching of English classes to both
children and adults from beginners to advanced
level. Cambridge exam preparation classes.

Student Education Officer

Sept 2014 - July 2015

University of Leeds, Leeds
Supporting students with academic enquiries.
Providing administrative support to academic
courses and managing Erasmus applications.

Development Officer

March 2011 - June 2013

Yorkshire CND, Bradford
Events organisation and administrative support for
the regional campaign. Campaigns and research
support. Production of regional materials and press
briefings.

Careers Information Officer

April 2007 - April 2011

Leeds Beckett University, Leeds
Supporting students in a busy customer facing
environment. Providing one to one support on
careers issues. Liaising with students, departments
and stakeholders to improve resources and organise
events. Developing new resources to meet students
needs.