|  |  |  |
| --- | --- | --- |
|  |  | DARIA SPENCE |
| Profile I am a passionate and enthusiastic individual with a master’s and bachelor’s degree, complemented by a Level 5 TEFL certification.  I have a strong passion for learning new languages and exploring different cultures which drives my commitment to personal and professional growth.  I thrive in dynamic environments and am eager to apply my skills and knowledge in new challenges. **PERSONAL DETAILS** **DATE OF BIRTH:** 16.11.1998  **NATIONALITY:** British CONTACT PHONE NUMBER:  +44 797 580 8383  EMAIL ADDRESS:  dariagabrielle5@gmail.com HOBBIES Learning new languages  Reading  Meeting new people  Fitness classes |  | EDUCATION **The TEFL Academy, Level 5 – 168-hour TEFL Certificate – MERIT**  September 2024 – October 2024   * Created lessons for a variety of levels from pre-intermediate to advanced. * Material and resource creation, utilising the internet. * English grammar and how to teach the essential language. * Needs analysis and teaching in different situations. * Classroom management and teaching techniques.   **University of Glasgow, MSc Russian, East European & Eurasian Studies**  2020 – 2021   * Advanced knowledge of the key issues that have regulated social, economic and political transitions in Russia, Central and Eastern Europe and Eurasia. * Ability to analyse and critically evaluate key social science approaches and concepts in comparative analysis, focusing on societies in the region. * Critically evaluate material from a wide range of sources and consider the different ways it can be interpreted. * Intensive Russian language course. * Solid understanding of the practical aspects of carrying out research. * Ability to research and present findings clearly and coherently.   **Queen Margaret University, BS (Hons) Business Management with Marketing (1st Class).**  2017 – 2020   * Comprehensive knowledge of the key concepts relating to international marketing through the exploration of contemporary issues that affect businesses and management across borders. * Critical awareness of the nature and processes of managing and leading change. * Comprehension of fundamental, contemporary strategic theories and concepts. * Ability to critically analyse potential strategies, as to their suitability and applicability given commercial conditions.   **Inverkeithing High School, Fife, Scotland, UK**  2010 – 2016  5 Highers: French, German, Spanish, English & History. WORK EXPERIENCE **Scottish Parliament [Junior Researcher – Senior Research & Communications Officer – Head of Office]**  October 2021 – September 2024   * Analysing, evaluating and interpreting data and statistics. * Preparing and delivering regular briefings on policy issues. * Responding to all incoming correspondence while professionally managing each inquiry within agreed timescales. * Responsible for drafting parliamentary speeches and questions for a Member of the Scottish Parliament (MSP). * Drafting written correspondence for a member of the Scottish Parliament. * Responsible for the content, monitoring and promotion on social media in line with the aims of the MSP. * Assist with organising events and meetings. * Coordinating, tracking and monitoring the handling of inquiries and ensuring they are dealt with in a timely and professional manner.   **University of Glasgow, Class Representative**  September 2020 – June 2021   * Improved the student learning experience in partnership with the university and student representative council by helping create solutions to problems. * Represented my peers’ views and opinions on all matters relating to learning and teaching. * Provided positive feedback and constructive criticism to staff. * Acted as a communication channel between staff and students.  References **Daniel Hale**  Former Line Manager at the Scottish Parliament  07923830818  **Pam Gosal MBE MSP**  Member of the Scottish Parliament  [Pam.Gosal.MSP@parliament.scot](mailto:Pam.Gosal.MSP@parliament.scot) |