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# Courtney

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## Contact

Phone: 0812639809

## Work experience

### Grassmoor Primary School

**June 2013 – September 2015**

Teaching Assistant

Facilitated learning by assisting teachers in preparing and leading various classroom activities, such as reading and writing exercises, science experiments, and arts and crafts activities.

Maintained an organized classroom environment, which included keeping student work and assessment records up-to-date, helping to create displays and managing supplies to support the lesson plans and activities.

Worked closely with children with learning difficulties (Special Education Needs) and provided one-on-one or group support to help with classroom activities and assignments, easing anxiety, and promoting active participation in the classroom.

Collaborated with teachers and other school staff to promote a safe and welcoming environment for all students. Attended and participated in team meetings, parent-teacher conferences, and assisted with event planning and execution.

Skills:

Effective communication skills

Strong organizational and multitasking abilities

Ability to work cooperatively with teachers and other school staff

### Waijoyi

**January 2018 – October 2018**

ESL Tutor

Utilized a variety of online tools and resources to deliver engaging and interactive English lessons to children in an online learning environment.

Demonstrated excellent classroom management skills, maintaining a positive and supportive learning environment for students to thrive in.

Collaborated with teachers, other staff members, and parents to monitor student progress, address concerns, and provide individualized feedback to support students' language development.

Actively sought out additional training opportunities to enhance my teaching skills, staying updated with the latest pedagogical trends, methodologies, and technology advancements.

Skills:

Proficient in using online teaching platforms and tools to create interactive and engaging English lessons.

Strong classroom management abilities to ensure a productive and positive virtual learning environment.

Excellent communication skills to effectively engage with students, teachers, and parents.

Commitment to ongoing professional development through additional training to stay up-to-date with the latest teaching techniques and methodologies.

## **Cambly**

**2018 – Present**

Freelance ESL Tutor

Utilized a range of online tools and resources to curate and deliver engaging and relevant English lessons tailored to the specific needs of individuals and groups.

Employed effective classroom management skills to establish a productive and safe virtual learning environment for students of diverse ages, backgrounds, and skill levels.

Assessed the English proficiency levels of students and created relevant learning materials to meet their specific learning needs.

Coordinated task-based learning activities designed to enhance conversation, grammar, vocabulary, and reading skills of students.

Involved students in conversation practice to boost their confidence and fluency in spoken English.

Maintained productive working relationships with teachers, representatives, and administration staff through regular communication and feedback.

Maintained a commitment to professional development by regularly attending training and development opportunities to expand my teaching skills and stay up-to-date with the latest technology advancements and pedagogical trends.

Skills:

Experience in using online tools and platforms to curate and deliver tailored English classes

Strong classroom management skills and ability to create a safe and supportive online learning environment for students

Ability to assess students' English language proficiency level, background, and learning needs and curate the appropriate learning materials

Strong collaboration and communication skills with teachers, other members of staff, and students

Ability to incorporate conversation practice into lessons to boost students' confidence and fluency

Excellent interpersonal skills and ability to work with students of different ages and backgrounds

## References

References available upon request.