
MOIRA DUNNE



MDCDUN75@GMAIL.COM



00 353 868189719

BUSINESS &
COMMUNICATIONS TRAINING
WEBISTE
[HTTPS://BEPRODUCTIVE.IE/](https://beproductive.ie/)

ABOUT ME

A business communications skills and trainer with 30 years' experience and qualified to Master's degree level. I am an Irish native with a passion for helping others learn. I qualified as an EFL teacher with a merit grade in February 2025. I look forward to using my online teaching skills developed during a varied career to help adults and teenagers learn English in a relaxed, engaging and enjoyable atmosphere.

EXPERIENCE

I am currently working as a Training Consultant with beproductive.ie (<https://beproductive.ie/>), a Training Consultancy based in Dublin. I provide Communications and general Business Skills training courses online and in-person for companies, training adults from new employees to senior business executives.

I provide a listening and support service for children and teenagers as a volunteer for Childline ISPCC since 2023.

I am currently an Italian Language Learner, a personal passion I have been pursuing since 2022. I have completed courses in Dublin and Italy and have achieved level B1/B2 to date. The journey continues...!

In February 2025 I gained my TEFL certification following completion of the combined 168 Hour Level 5 Tefl Certificate course with The TEFL Academy.

I have travelled extensively during my life which has given me the skills to communicate easily with people from any nationality.

TEFL TRAINING

**Level 5 168 Hour TEFL Certificate – The TEFL Academy,
UK, November 2024 – February 2025**

Grade - Merit

- Created lessons for a variety of levels from pre-intermediate to advanced
 - Completed 10 modules and 3 assignments
- Completed multiple lesson plans during in-person Training Day
 - Teaching speaking, listening, reading and writing
 - Material & resource creation, utilising the internet
 - Online Research Exercises
- English grammar and how to teach the essential language
 - Needs analysis and teaching in different situations
 - Classroom management and teaching techniques



EDUCATION

BACHELORS DEGREE IN BIOCHEMISTRY

Trinity College Dublin 1985

MASTERS DEGREE IN FORENSIC SCIENCE

Kings College London 1987

TRAIN THE TRAINER CERTIFICATE

Irish Institute of Training and Development 1995

LEVEL 5 168 HOUR TEFL CERTIFICATE

The TEFL Academy UK 2025

RELEVANT EMPLOYMENT

Business Training Consultant - beproductive.ie, Dublin, (Apr 2016 to Present)

Business Consultant & Trainer with Health Products Regulatory Authority (2009 to 2016)

Associate Training Consultant - Hosca Management Consultants, Dublin (July 2004 to Jun 2009)

Senior Associate Training Consultant - Olas Training, Dublin (1999 to 2004, 2018 to Present)

Training Consultant in Friends First (1998 to 2004)

IT Trainer in MDC Training Company Ireland (1995 to 1998)

Previous employment includes:

Senior Project Manager in the Pharmaceutical Industry GSK UK & US (1987 to 1995)

HOBBIES

Passionate about learning the Italian language

Follow Gaelic Football

Take Yoga Classes

PERSONAL DETAILS

DATE OF BIRTH: 3rd Jan 1963

MARITAL STATUS: Married

NATIONALITY: Irish

DRIVING LICENCE: Full

LANGUAGES SPOKEN:

English (fluent/native)

Italian (low Intermediate level B1)

German (Leaving Cert level A2)

REFEREES:

Ann Kelly, Consultant and Business Partner – details available on request
