

PHILIP STEAVENSON

English Teacher

◆ TEFL TRAINING

Level 5 168hr TEFL Certificate – Pass

The TEFL Academy, UK | January 2025 – March 2025

- Created lessons for a variety of levels from pre-intermediate to advanced.
- Teaching speaking, listening, reading, and writing.
- Material and resource creation, utilising the internet.
- English grammar and how to teach essential language.
- Needs analysis and teaching in different situations.
- Classroom management and teaching techniques.
- Teaching online & 1:1 lessons (**30hr additional training**).
- Teaching business English (**30hr additional training**).
- Teaching young learners (**30hr additional training**).

◆ EXPERIENCE

ITECH Managed Services – Manchester, UK

Business Development Manager | June 2021 – July 2024

After passing the Pareto Law Graduate Entry Exam, I was approached by ITECH Managed Services. I was excited about their mission to become the biggest MSP for Managed IT & Print in the SMB and education sectors; drawn to the opportunity to develop essential skills and effect change in a small business.

Key Responsibilities:

- Managed the full sales cycle from lead generation to account management of successfully closed deals.
- Developed strong relationships and retained business across a portfolio of 105 accounts.
- Generated new business leads before qualifying customer requirements through active listening in face-to-face and virtual meetings.
- Designed and presented visually appealing presentations to educate key decision-makers on the benefits of ITECH's IT services.
- Negotiated & closed deals through a variety of sales techniques
- Forecasted sales targets and reported progress to managers.
- Organised a busy calendar and a large customer database.

CONTACT

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ABOUT ME

A successful sales professional transitioning into a career in EFL teaching. With a proven track record in coaching, relationship-building, customer service, and conflict resolution, I aim to leverage my transferable skills to empower learners to achieve their goals.

After leaving sales in July 2024, I spent six months travelling across Europe before returning in January to study for my TEFL certification. I have always had a passion for teaching, and I am driven by a desire to build bridges and create opportunities for personal growth.

PERSONAL DETAILS

Date of Birth: 15/11/1996

Nationality: British

Languages: English (Fluent – Native)

Driving Licence: Full, clean, UK.

Interests: Skateboarding, Hiking, Guitar, Swimming, Cycling, Travelling.



VOLUNTEERING

Skateboarding Coach

Popmore Skate School – Newcastle, UK

January 2025 – Present

- Working as part of a small team to provide beginner skateboarding lessons to small groups of 8- to 14-year-olds at various skateparks across the North East of England.

Events Organiser & Skateboarding Coach

University of Liverpool Skateboarding Society – Liverpool, UK

September 2017 – January 2020

- In charge of organising monthly social and skateboard coaching events.
- Coaching skateboarding to groups of 5-10 beginner student skateboarders.

Geography Mentor

University of Liverpool Environmental Sciences Peer Mentoring Programme – Liverpool, UK

September 2017 – June 2018

- Mentored three Year 11 students from local schools in preparation for their GCSE Geography examinations.

IT LITERACY SKILLS

- **Virtual Meeting Management** (Zoom, Microsoft Teams, Skype)
- **Digital Content Creation** (Canva, PowerPoint, Google Slides)
- **Video Recording & Editing** (Adobe Premiere Pro, OBS Studio)
- **Document Sharing & Collaboration** (Google Drive, Dropbox, OneDrive)
- **Interactive Learning Tools** (Kahoot, Quizlet, Padlet)
- **Learning Management Systems** (Google Classrooms)
- **AI Prompt Engineering** (ChatGPT, Diffit, TeachAnything)

Additional Responsibilities:

Internal Sales Coach | November 2022 – July 2024

- Designed additional training material and ran weekly training sessions/daily lunch-and-learn sessions for junior employees.
- Tracked and monitored learners' progress before reporting progress to the sales manager every week.

VANS Footwear – Liverpool, UK

Sales Assistant | March 2019 – June 2021

Between my second and third years of university, I took a year-long break from studying. During this time, I began a full-time sales position at the VANS Liverpool One store, where I held a two-year consecutive sales record.

- Educated shoppers about the advantages of VANS footwear and delivered personalised sales pitches.
- Assisted supervisors in running quarterly sales training days for junior members of staff.

EDUCATION

Pareto Law – Manchester, UK

Level 3 IT Technical Sales Apprenticeship – Distinction

June 2021 – November 2022

Engaged in sales training, which covered key development areas: communication, customer experience, data security, problem-solving, and project management.

University of Liverpool – Liverpool, UK

BA (hons) Geography – 2:1

September 2016 – September 2020

Geographer with a broad knowledge of human and physical geographic processes, specialising in urban regeneration for the final year through various social research modules.

This degree included various opportunities to improve my presentation, public speaking, interviewing, and data analysis skills across a variety of modules. This was underpinned by a requirement to interpret and produce academic English.

REFERENCES

Tom Perkins

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