


# POONAM YADAV

Parma, Italy 

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## LEVEL 3 CERTIFIED ENGLISH AS A FOREIGN LANGUAGE (TEFL) TEACHER



Certified TEFL English Teacher with a Level 3 TEFL certification and a strong passion for helping non-native learners improve their English skills. As a non-native English speaker who mastered the language, I understand the challenges of language acquisition and use effective, structured methods to guide my students. Experienced in personalized lesson planning, and engaging students through interactive learning. Scored C1 in academic TOEFL & IELTS exams. International exposure.



## EDUCATION

**Bachelor's degree in Agricultural Sciences | Banaras Hindu University, India**  
2017 – 2021

**Master's degree in Food Safety and Food Risk Management | University of Parma**  
2022 – 2025



## EXPERIENCE

**Freelance Online English Teacher**

PRESENT

I teach one-on-one and group English lessons, tailoring custom lesson plans to student goals, whether conversation practice, business English, exam prep (IELTS, TOEFL), or grammar improvement. I use interactive online tools to create engaging lessons. By providing constructive feedback and tracking progress through personalized learning plans, I help students build confidence and improve their English skills effectively.

**Administrative Assistant | Erasmus office & International Office, University of Parma (Italy)**

2024 – 2025

Facilitated effective communication across departments, fostering a collaborative environment that led to improved project outcomes. Data management on Excel, google forms, modules, emails, surveys

**Senior Interpreter | Teleperformance (India)**

2021 – 2022

Facilitated seamless real time communication as a Senior Interpreter for English and Nepali, improving client engagement and trust. Demonstrated empathy and professionalism.



## CERTIFICATIONS

**TEFL Level 3 Certificate in Teaching English as a Foreign Language | TEFL ACADEMY**

03/2025 - Present

## **Statistics and Data Analysis with Excel, Part 1 | Coursera**



### **VOLUNTEERING & LEADERSHIP**

#### **Public School Teacher**

I taught students aged 10-12 subjects like English, Science, Geography for 5 months in a public school at Kathmandu, Nepal. I managed a class of around 20 students as a volunteer.



### **SKILLS**

Administrative skills, Classroom Management & Lesson Planning, Communicative Language Teaching (CLT), Student-Centered Approach, Task-Based Learning (TBL), Interactive Online Teaching, Grammar & Pronunciation Coaching, Business & Professional English, Exam Preparation (IELTS), MS Office, Project Management, Teams, TOEFL, Zoom

#### **Language:**

English (C1), Hindi (Native), Italian (B1), Maithali (Native), Nepali (Native)

Certifications