



Professional Profile

An innovative problem solver, strategist, planner, creative thinker and goal-oriented professional with experience in development related to teaching English as a foreign language to adults and children. Demonstrates a compassionate and friendly manner and understanding of cultural diversity and sensitivity. Focused on recommendations for development and improvements, applying experience in dealing professionally and effectively with complex, confidential and sensitive information. Respected as a motivational and inspirational professional capable of collaborating with teams, to enable them to fulfil their potential, achieve operational objectives and add value.

Competencies

MS Office: Word, Excel, PowerPoint • TEFL/TESOL • Student-Centred Teaching • Lesson Planning & Scheduling • Online Teaching • One-to-One Teaching • Multilingual • Client Relationships • Business Relations • Cultural Awareness & Diversity • Interpersonal Relations • Relationship Building & Management • Natural Teaching Ability • Problem Solving • Innovative • Teaching Experience with all Adult Age Groups • Adaptability • Flexibility • Research • Strategic Planning & Management • Project Management & Delivery • Continuous Improvement • Teamwork • Communication • People Management • Training & Development • Mentoring & Coaching

Career Summary

 EFL Teacher Jun 2022 – Present
EF International Language School • Cambridge Clare College • Cambridge, UK

KEY ACHIEVEMENTS & RESPONSIBILITIES

- Responsible for various key language development aspects including:
 - Instructed international students between the ages of 12 and 16.
 - Providing additional pastoral duties to support the learning activities.
 - Delivered English language lessons at EF International Language Campuses / Language Schools.
- Providing teaching assistance with different agencies.

 CELTA Trainee Jul 2016 – Aug 2016
Manchester Academy of English Language • Manchester, UK

KEY ACHIEVEMENTS

- Successfully created activities targeting receptive and productive skills and language systems.
- Created, wrote and prepared a needs analysis of individual students addressing specific learning requirements.

RESPONSIBILITIES

- Fully accountable for teaching ESL lessons to elementary, pre-intermediate and upper-intermediate students from a wide range of diverse cultural backgrounds in classes of 3 – 12 students, both in the UK and abroad.
- Responsible for extensive language-related education and training including:
 - Providing tailored online as well as one-to-one private lessons as required and identified through research and analysis of both UK and International students' needs.
 - Ensuring comprehensive engagement with students, making use of pair work and peer teaching to deliver lessons that are more student-centred.
 - Creating activities tailored to the needs of individual students based on their respective errors and learning style.
- Provided special focus on key learning outcomes including:
 - Demonstrating an awareness of learners, extending to responding to any issues necessary to ensure that learners benefit from the lessons.

- Developing and implementing plans that are effective and demonstrate a good understanding of English language learning and teaching processes.
- Delivering and ability to select appropriate resources and tasks for successful language skills development.

 **Interpreter (Freelance)** Ongoing
Various Language Agencies, Home Office · UK

KEY ACHIEVEMENTS

- Commendations on my professional manner, work ethic and quality interpreting delivery received on numerous occasions.
- Successful application of the ability to communicate efficiently with all levels from medical professionals to newly arrived immigrants
- Provided an accurate reproduction of the language spoken in English.
- Ensuring highly effective liaison with internal departments, agencies and employers.

RESPONSIBILITIES

- Providing comprehensive high-quality interpreter support in various complex situations and various locations including:
 - Successful interpreting service for the public sector including schools, hospitals, police, courts and government.
 - Conducting full research of the agenda and topics in preparation for all client meetings.
 - Providing support to education agencies with interpreter assignments.
 - Delivering continuous, effective teaching assistance to and through different agencies.

 **Private ESL Tutor (Freelance)** Ongoing
Self-employed · UK

KEY ACHIEVEMENTS & RESPONSIBILITIES

- Successfully adapting English language course materials and providing authentic texts to address students' needs and interests.
- Providing English language teaching to both adults and children to assist them to improve their language skills.

 **Administraton** 2011 – 2012
Salford Link Languages · Salford, UK

KEY ACHIEVEMENTS

- Provided private online and face-to-face tutoring in English with adults and children.

RESPONSIBILITIES

- Provided high-quality support in the complex areas of language education including:
 - Preparing schedules and organising rotas for use by interpreters and translators ensuring the best service delivery.
 - Developing and implementing systems and processes required to facilitate effective calling and communication with clients extending to ensuring a strong working relationship is maintained.
 - Ensuring interpretation services are provided expeditiously as and when requested.
 - Arranged high-quality one-to-one lessons with adults achieving an improvement in grammar and communication.

Education & Professional Certifications

 Bachelor of Arts (Hons) TESOL <i>University of Huddersfield · Huddersfield, UK</i>	2019 – 2021
 Diploma in Higher Education, Humanities & Social Studies <i>Manchester Metropolitan University · Manchester, UK</i>	2000 – 2003
 GA Level 3 Certificate in Teaching English Online TEFL <i>i-to-i TEFL (Teaching English as a Foreign Language)</i>	2021
 Advanced Certificate TEFL/TESOL <i>TEFL. Org (30 hours – Teaching Young Learners Course)</i>	2019
 Cambridge English CELTA (Certificate in Teaching English to Speakers of Other Languages) <i>Manchester Academy of English Language · Manchester, UK</i>	2016

Interests

- Keeping Active · Travelling · Learning Languages · Reading · Current Affairs