

Emily Olyslager Huang

English as a Second Language Teacher

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British & Canadian Citizen, Spain Resident

Skills

Lesson Planning

Teacher Training

Communication

Conflict Resolution

Scheduling

I'm an experienced English Teacher who is fast to learn new tasks and willing to take on responsibilities. I am looking to expand my experience and grow in the education industry.

I'm professional and tactful while still being enthusiastic and approachable. I am skilled at assessing current abilities and teaching to ensure student success.

In my prior roles I've been considered a wonderful employee and have quickly risen up to leadership and higher responsibility roles and duties.

I'm skilled at risk assessment and time-management, I can be trusted to provide a positive and accurate learning environment.

Languages

English - Native

Spanish - Upper
Intermediate

Chinese - Basic

Number 16+ / Guide Teacher

July 2021 - April 2023, REMOTE (Spain)

Taught all ages of students using the Direct Method; while correcting students to ensure accuracy and comprehension. Used mixed methods to teach business english classes for adults in various topics such as HR, interview preparation, presentation strategies.

Taught official examination (IELTS, Cambridge, TESOL) preparation classes for B1-C2 level students.

Performed administrative tasks and staff management to ensure consistency and accuracy. Including scheduling 50 teachers according to their teaching preferences and contractual obligations. As well as, adapting current programmes to ensure goals and timings were met by their deadlines. Created specific programmes based on individual client needs. Resolved immediate issues and supported teachers when problems arose to ensure quality is maintained.

Lead and created detailed training programmes and feedback to staff to improve their performance. Lead training in both individual and group settings. Ran second stage interviews.

Worked as a first contact for the company through demo classes to demonstrate the company's services and culture. Partnered with the sales department for potential clients to assess their needs and acquire them.

Awarded multiple times as a top performing employee, as judged through objective and non-objective criteria.

Hello!! English Academy / EFL Teacher

October 2020- June 2021 Contract, Pto Lumbreras (Spain)

Creation and Implementation of lesson plans to ensure a standard of learning. Each class using various books while adapting the method to best suit student needs. Each class taught age appropriately for students aged 4- Adult. Created report cards and

marked assignments to track student progression.

Managed classroom behaviour while creating an encouraging and engaging learning environment.

Marmot Construction / Administrative Assistant & Receptionist

April 2018-February 2020, Calgary, Canada.

Supported C-suite management on a variety of assigned tasks (including travel arrangements, expense tracking, and claims preparation).

Courteously answered, filtered, and directed calls. Cheerfully interacted with business executives and visitors, staff, and clients, while exercising tactfulness with all interactions, including in stressful situations.

Completed payroll entry and payments for approximately 250 staff – through both manual and automated methods while ensuring deadlines are met consistently and accurately.

Accurately processed accounts payable coding and entry in a team and individual setting, including monthly statement checking and invoice acquirement. Exercised careful discretion with all tasks. Processed accounts receivable deposits and balanced checking on outstanding payments.

Filled office needs via supply ordering and organization.

City of Calgary / Recreation Leader

April 2017- April 2018, Calgary Canada

Strove and introduced methods to prevent injury and incidents. When incidents did occur, completed all necessary paperwork thoroughly.

Prevented and helped to resolve disputes between participants by mediation and encouraged respectful conflict resolution.

Planned and coordinated activities and ensured that all necessary supplies were purchased and available.

Adapted programme activities to better integrate and accommodate participants of diverse needs.

Sunnyside Home and Garden / Senior Cashier

April 2014- June 2017, Calgary Canada

Trained and mentored employees for cashier duties.

Accurately processed cash and credit sales and returns. Processed small to large sized sales through the tills.

Maintained customer relations, and mediated mild to moderate customer complaints for the department to reach a reasonable resolve.

Appropriately answered and directed customer questions

Unloaded products onto shelves, cleaned and maintained stock on shelves, and counted inventory.

Education

Ambrose University / Behavioural Science

September 2017 - January 2018, Calgary, Canada

Crystal Divers Mauritius / Course & Internship - Dive Master

March 2020 - May 2020, Bain Bouef, Mauritius

PADI Divemaster Professional Certificate and work experience. Emergency Oxygen Provider Instructor, Digital Underwater Photography Instructor.

