



# Martina Kradlakova

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Certified TEFL teacher

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## OVERVIEW

An energetic driven manager with excellent communication skills and a proven ability to motivate others. An enthusiastic and focused individual comfortable working within pressured environments to achieve collective goals. A passionate EFL teacher who enjoys creating material to address specific learning needs and engage online learners.

## CAREER HISTORY

**Soho House** | Electric House      12/2022 - 06/2023      Interim General Manager

- Overseeing and driving of an inclusive environment that ensures every member and team member both feels and embodies the Soho House Pillars and Values
- A strong understanding of product from food and drink to accommodation
- Implementing, overseeing and understanding the commercial viability of your business
- Effective hands-on day to day management and problem solving both front and back of house operations
- MNE overview, understanding, direction and strategy

**Soho House** | Babington House      10/2021 - 11/2022      Assistant General Manager

- Work closely with General Manager to assess and develop operational goals based off weekly, daily and quarterly business performance reviews
- Execute action plans on time and budget to support business improvements and focus on optimizing profit, minimizing margins and promote exceptional experience(s) for members, guests and staff
- Ensure teams are supervised, managed and motivated in accordance with Soho House standards. Share responsibility for ensuring HOD's are leading, inspiring, and motivating the teams to achieve stability, productivity and loyalty.
- Ensure all team members adhere to Soho Health and Safety Policies by working with stakeholders to arrange and deliver relevant trainings

**Soho House** | White City House      09/2018 - 09/2021      Club Manager

- Participate and lead internal trainings and attend external trainings where necessary
- Train and develop the team to deliver to Soho standards and exceed customer's expectations
- Produce an in-depth training plan for your department to drive sales and profits; liaising with P&D Manager to ensure all training goals and objectives are being met

**Soho House** | Electric House      06/2015 - 09/2018      Floor Manager

- Support to manage the team of Head Waiters, Waiters and Runners in daily operations and with long term development, conduct and performance management
- Support and attend all menu tastings and encourage the team to excel in product knowledge and service
- Conduct and encourage effective training within the team

## EDUCATION

### **TEFL**

2023

Qualifi Level 5 Diploma in Teaching English as a Foreign Language (168 hours)

- Ofqual regulated Level 5 qualification, DEAC approved
- Lesson planning, Classroom management, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, Materials development

for face-to-face and online lessons, Assessed  
lesson content for A1-C2 level students.

**Canterbury Christ Church University, UK**

2011 - 2014      BA (Hons) International Relations & French

**Grammar school Nove Zamky, Slovakia**

2003 - 2011

- A levels in French, English, Slovak, History

SKILLS

- **Organization**
- **Creativity**
- **Adaptability**
- **Problem solving**
- **Critical thinking**
- **Emotional intelligence**

REFERENCES

Available upon request.