olivia roberts A person with long hair

Description automatically generated with medium confidence

| 1630 Fairburn Dr. Cumming, GA 30040 | +1 (770) 335-4860 | [oliviajoyroberts@gmail.com](mailto:oliviajoyroberts@gmail.com) |
| --- |

# personal details

| **Newly certified TEFL teacher seeking opportunities to teach beginner to advanced English learners.**  Date of Birth: 6th April 1997  Marital Status: Single  Nationality: American (United States citizen) |
| --- |

# tefl training

| March 2022-May 2022 | Level 5 TEFL Certificate, 168 hours, The TEFL Academy, UK  *C*ourses included:   * Creating materials and lessons for levels Elementary-Advanced * Researching and creating materials and resources online * Teaching speaking, listening, writing, and reading * Analyzing various students’ needs * Teaching techniques for different situations and classroom management * Analyzing language (vocabulary, pronunciation, and grammar) |
| --- | --- |

# Experience

| June 2021- Present | Self-employed Nanny/Caregiver   * Currently the primary childcare for a family while working on writing, language studies (Korean and French), and expanding my repertoire in cultural studies as well as receiving TEFL certification |
| --- | --- |
| April 2020- June 2021 | Lead Teacher, North Lanier Christian Academy   * Teaching at preschool for all levels from infant to four years old. Responsible for creating lesson plans, creating materials for class, teaching (speaking, writing, reading, pronunciation, vocabulary), and caring for children |
| November 2019- April 2020 | Customer Service Associate, Lowe’s   * Responsible for speaking with clients (mostly non-native English speakers), communicating with other departments, fulfilling orders, training for department transfers |
| September 2015- September 2017 | Customer Service Representative/Receptionist, Nationwide Insurance Agency   * Attentively dealt with clients, answered phones and client questions, provided customer support, managed office work, Microsoft Office, etc. |

# Skills & Abilities

| Translation and language Research, editing  Computers and Microsoft Office Customer Service  Literature and Linguistics  **Travel and Cultural Experience**: Quebec, Canada (2021), Volunteer Intern (Scotland, 2019), Cross-cultural Intern (Belgium, 2019), England (2018), Study Abroad Program (France, 2016)  **Languages**: English (native), French (advanced-fluent), Korean (beginner-comprehensive)  **Hobbies**: Reading, writing, yoga, hiking, traveling, film and media, studying foreign languages (French and Korean) |
| --- |