

CURRICULUM VITAE

WANDA BOS

Contact details:

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About me:

I am a Dutch lady and have lived and worked in the United Kingdom for over seven years now. (Two years in my early twenties and five more since 2019). I feel more English than Dutch, but still keep in close contact with my family and friends in The Netherlands. I have officially emigrated and have the right to live and work here.

After successfully completing my Secondary School, I got a BA in Office Management. I worked for several international companies in The Netherlands and the United Kingdom, mainly as Personal Assistant to Managers and Directors. In recent years, I have worked for high-end hotels as a Receptionist/ Reservationist. I am at my best in customer faced roles, as I enjoy interaction with people and leaving customers with a satisfying experience.

I am a qualified TEFL – level 5 – teacher. (Teaching English as a Foreign Language). I see it as a challenge to use my creativity to design inspiring lessons, resulting in motivated students who, often with newly found self-confidence, pass their tests and exams at school or improve their working relationships and progress in their careers.

Dutch is my mother-tongue and my level of English is near-native (C2 on the Cambridge English Scale).

My personality:

- Trustworthy, discreet and responsible
- Positive, kind and empathetic
- Flexible and proactive
- A “go-getter” and eager to learn new skills
- Hobbies: hiking, wintersports, watersports, cooking, gardening, dogwalking

My skills:

- Excellent communication and organisational skills
- Excellent IT skills: Microsoft Word, Excel, PowerPoint, Mail, Teams, Zoom, Skype, Salesforce, Rezlynx, Opera, Proactive
- Multi-lingual: Dutch, English, German, French, Portuguese
- Broad telephone, administration and customer service skills
- Work well in a team but also independent

Work experience:

Before 2019: Office Management roles for international companies in The Netherlands and tutoring Secondary School students who needed extra help with English, Dutch, German and French.

Since February 2019 in the United Kingdom:

- “In-house” Translator for a Dutch international transport company
- Professional House and Pet Sitter / Nanny / Cook – South East and South West of U.K.
- Host / Front-of-House at a Boutique Pub & Hotel, The Jack Russell Inn, Netherton, Andover, Hampshire
- Administrator / Property Checker at Holiday Let Company, Kingsbridge, Devon
- Receptionist / Reservationist at 4-star Hotels in South Hams, Devon
- Technical Customer Service Advisor at Rich Foods Ltd., Andover, Hampshire
- Carer / Companion in South Brent and Kingsbridge, both in Devon.

Education:

- [Teaching Business English – TEFL UK – online study](#)

January 2024 – current

- [Proofreading and Editing – College of Media and Publishing – online study](#)

January 2024 – current

- [168 Hour TEFL- level 5 - Certificate – The TEFL Academy, UK. – online study](#)

July 2023 – October 2023 Grade: MERIT

- [Instituut Schoevers, Rotterdam, The Netherlands – BA in Office Management,](#)

Sept 1986 – July 1987 – passed with MERIT

- [HAVO, Rijksscholengemeenschap Brielle, Zuid-Holland, The Netherlands](#)

Juni 1985 – passed

- [International High School in São Paulo, Brazil](#)

Sept 1979 – Aug 1981

- [Primary School “De Ichthus”, Rozenburg, Zuid-Holland, The Netherlands](#)

Juli 1979 – passed

Besides the above mentioned education, I have done courses related to HR matters, Health & Safety, Quality Assurance and ISO certification, Domiciliary Care certification.

References:

Excellent personal and job references are available on request.

last updated: 24/01/2024 - wb