

VIGNES MUSTOLA

**Diploma Level 5 TEFL (168 hours),
Teaching Business English (30 hours),
MA Economics, BA Economics (Hons)**

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Home Address: Renkovahantie 188

13500 Hämeenlinna, Finland

**Areas of Expertise****Business Communication Instruction:**

Proficient in delivering comprehensive instruction on business-oriented language and communication skills, including formal writing, business correspondence, and effective communication strategies in a corporate context.

Conference Production: Skilled in organizing and managing conferences, leveraging expertise in event planning, speaker coordination, budget management, and logistics to ensure successful outcomes.

Innovative Teaching Methods: Adept at incorporating modern and innovative teaching methods, utilizing digital teaching platforms and interactive approaches to create an engaging learning experience.

Cross-Cultural Communication: Experienced in addressing the challenges of cross-cultural communication, providing guidance on navigating cultural nuances in a business context to prepare students for international professional environments.

Curriculum Development: Proficient in curriculum development and assessment strategies, with a focus on creating engaging and interactive learning materials for effective instruction.

Career Summary

With a background in teaching, training, and consulting, my career exemplifies resilience and adaptability. I began my career as a Programme Manager and Economics Tutor and worked my way up to Conference Producer and Marketing Manager, where I demonstrated my expertise in research, analysis, and strategic planning.

As a full-time stay-at-home mother in Finland, I successfully navigated cultural and language barriers while raising my 4 children. This experience helped me improve my multitasking talents and adaptability to various surroundings.

I'm an experienced and certified business English teacher and coach with a track record of helping professionals through unique instructional methods and cross-cultural understanding. I hold a Diploma in Teaching English as a Foreign Language (168 hours) qualification. Additionally, I have obtained a TEFL accredited certificate in Teaching Business English (30 hours).

My passion is to help students improve their business English communication abilities, allowing them to attain their professional goals. I am excited about working as a Business English teacher and/or instructor to help students succeed in their professional aspirations.

My career path demonstrates a dedication to personal and professional development. I am willing to venture out of my comfort zone and accept challenges.

Educational Qualifications & Certifications

2024 Teaching Business English (30 hours), The TEFL Academy

2024 Qualified Level 5 Diploma in Teaching English as a Foreign Language (168 hours), The TEFL Academy

Master of Arts Economic Development, University of Leicester, United Kingdom

Bachelor of Arts Economics (Hons), University of Leicester, United Kingdom

Career History**Nov 2019 - Present : Business English Communications Course Instructor, M-Advance, Remote**

- *Leading The Optimum™ 1-2-1 and Team online business English communications programs, coaching senior managers and directors across industries, enhancing their English communication and presentation skills. 100% success in clients gaining an increment and/or promotion.*
- *Empowering professionals in effective meeting management, confident negotiation, impactful business presentations, and business email writing.*
- *Developed and implemented courses to equip ambitious individuals with essential skills for success in the competitive business environment.*

Feb 2022 - May 2023 : Business English Communications Course Instructor, Vanajaveden Adult Education Centre, Finland

- *Pioneered and taught career advancement courses in English covering Business English, LinkedIn, CV and interview preparation.*
- *Enhanced students' professional skills, fostering their career growth.*

Aug 2021-Dec 2021 : Talent Boost Coordinator (contract)**Häme University of Applied Sciences, Finland, AALTO Global Talent**

- *Leveraged excellent networking skills to empower international students, aiding in CV writing, LinkedIn profile creation, and networking.*
- *Conducted workshops onsite and online for international students pursuing Degree Programmes in English, contributing to their successful integration into the Finnish labour market.*

Jan 2019– Nov 2019 : International Talents, Finland Participated in this course for international talents and assisted at recruitment events.

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Core Competencies

- ◆ Adaptable
- ◆ Resourceful
- ◆ Responsible
- ◆ Empathetic
- ◆ Self-Starter
- ◆ Excellent Team Player
- ◆ Meticulous
- ◆ Integrity
- ◆ Analytical
- ◆ Active Listener
- ◆ Cross-cultural sensitivity
- ◆ Professional Development

Language Skills

- English (native proficiency)
- Finnish (limited working proficiency)
- Bahasa Malaysia (professional working proficiency)
- Bahasa Indonesia (elementary level)
- German (elementary level)

Nationality & Residence Status

- Singapore Citizen
- Finnish Permanent Resident

Curriculum Vitae

Mar 2017 - Dec 2018 : Substitute Teacher & Teaching Assistant, English Language & Immigrant Preparatory Class

- Collaborated closely with English Language teachers to provide targeted support for the weaker students
- Assisted with immigrant preparatory classes, helping students to achieve their academic goals and gain confidence in their English language skills.

Nov 2016 - Jan 2017 : Teaching Assistant, English Language & Social Sciences, Kauriala Lukio/Gymnasium, Hämeenlinna, Finland

- Supported teachers in various courses, created personalized materials for students needing extra assistance
- Facilitated discussions on social, political, and economic issues between Singapore and Finland.

May 2003–Nov 2016 : Full-Time Stay-at-Home Mother

- Coordinated and organized activities centered around children.
- Assisted spouse with a house-building project in Hämeenlinna, Finland.

Feb 2001-Nov 2002 : Business Partner, Self-Employed

CW Research & Consultancy, Singapore

- Networked & collaborated with authors, speakers and consultants to organize workshops on digital-economy issues.
- Organised seminars, workshops & in-house training for public and private sector organizations in the Southeast Asian region.
- Analysed the training needs of clients & created customised training solutions.
- Generated content for the events promotional material.

Mar 2000– Dec 2000 : Regional Marketing Manager, ASEAN, Hong Kong, India, Hummingbird Asia Ltd, Singapore

- Planned corporate marketing & PR activities to enhance awareness of Hummingbird Asia.
- Organized successful regional product launches, road shows & seminars from concept to implementation.
- Executed product & brand promotion programmes with business partners.
- Managed the marketing budget for Hummingbird Asia.
- Prepared and disseminated press releases to print media.

Aug 1997 - Feb 2000 : Senior Conference Producer promoted (Top Producer 1999), IQPC Worldwide Pte Ltd, Singapore

- Top Producer 1999- Brought in gross revenue amounting to 1.5million Singapore dollars in 1999.
- Produced 12 conferences per year within a production cycle of 4 weeks per conference in Singapore, Malaysia & Hong Kong
- Conducted in-depth, telephone-based research & analysis of key industries in order to identify trends & issues.
- Recruited industry leaders to the speaker faculty.
- Developed event agendas & marketing materials, within established budgets & deadlines.

Apr 1996 - June 1997: Part-Time Trainer and Marketing Executive, Trenex Consultants, Singapore

- Marketed educational courses to primary and secondary schools
- Conducted enrichment courses in personal development

Jan 1995 - Mar 1996 : Programme Manager & Economics Tutor, Thames Management Centre International Pte Ltd, Singapore

- Pioneered the setup of Thames Management Centre International, collated course material for franchise purposes
- Successfully tutored 1st-year undergraduate students in Economics