**Objective**

Seeking a position as Academic Director

**Summary of Qualifications**

* **I have 10 years’ classroom experience as a teacher of English as a Second Language (ESL)**
* **I developed a full university-level course curriculum**
* **Skilled in training staff and teachers**
* **Ability to develop ability to develop full course curricula for both the University and Elementary levels**
* **Ability to motivate students and teachers towards higher achievement**
* **Extraordinary leadership and supervisory qualities**
* **Passionate about helping students develop their potential**
* **Skilled in performance evaluation and conflict resolution**
* **Experience with both children and adult students from a gamut of backgrounds and of varying aptitude.**
* **Advanced proficiency in Microsoft Office & very computer & internet literate**
* **Skillfully organize lectures and encourage open classroom discussion;**
* **Expert assessment of individual needs & learning goals of all students with subsequent placement based on ability**

**Professional Experience**

**Director of Studies**

**MLI International Schools Dublin City University – Dublin, Ireland**

**2015**

* Wrote weekly reports and a final report submitted to the Academic Manager in the Head Office.
* Established and maintained open communications between the centre, clients, and Head Office.
* Managed the Academic Programme according to guidelines and procedures.
* Ensured that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons, according to guidelines.
* Observed and appraise all teaching staff within their first week and give documented feedback on their performance.
* Implemented and maintained correct academic procedures, including placement testing, weekly tests, class size and composition, allocation of teachers to appropriate classes and levels, completion of paperwork, records of work and certificates.
* Monitored and was responsible for all academic resources and equipment.
* Ran weekly staff meetings and seminars corresponding to the needs of the teachers.
* Organized pre-booked Trinity Spoken English Examinations.

**Director of Academics - Silver Crescent Academy – Halifax, NS**

* Responsible for all aspects of academics and all teaching staff6
* Responsible for all aspects of academics and all teaching staff
* I planned faculty meetings, training and workshops
* Developed unique and interactive educational programs for students
* Assisted in preparing student report cards and attendance records
* Ordered books and other school supplies as they were needed
* I interviewed students every few months to determine progress and assess general satisfaction with program
* I made sure that each student was happy and progressing in their studies
* Observed teachers in class for overall evaluation
* I conducted teacher interviews to communicate strengths/weaknesses, to make sure they are comfortable and satisfied and talk about anything they might need help with

### 2014 - 2015

**Director of Studies**

**Oxford International /Bucksmore – Edinburgh College, Edinburgh, UK**

**2014**

•Organized student testing, assessment, placement and induction

* Ensured the supervision and discipline of students
* Offered support to teachers before it was requested
* Guided newly qualified teachers in preparing lessons
* Prepared class timetables and ensured teachers were allocated to classes and levels appropriately
* Implemented & maintained academic procedures: class registers, work records, student reports & certificates
* Dealt with student and group leader enquiries on academic matters
* Dealt with student issues and emergencies as they arose
* Worked to ensure the academic and recreational aspects of the program were integrated
* Monitored staff levels and ensured appropriate staffing levels are maintained
* Effectively managed materials and resources
* Held regular staff meetings
* Taught Proficiency and Intermediate classes compromising of 15 different nationalities.

**Senior EFL Teacher Oxford International – Herriot Watt University, Edinburgh, UK**

* Taught high school students in Advanced, Elementary, Upper intermediate and Pre-Intermediate classes compromising of Italian, Russian, Chinese students.
* Supported newly qualified teachers by scheduling and having weekly meetings.
* Set up and coordinated placement testing
* Carried out student and teacher inductions
* Assisted the DoS with monitoring student absence
* Assisted the DoS with maintaining and developing syllabus resources
* Created student registers for every class and managed over 300 students at a time

### 2014

**English/ESL Tutor – Part-time/Substitute**

**Robert Gordon University – Aberdeen, UK**

**2013**

* Taught international students coming from all over the world

**Director of English studies & English Teacher JEI Learning Center, Calgary, AB**

* Taught coursework in English reading and writing
* Taught an adult conversation class

**ESL College Instructor Calgary Board of Education – Chinook Learning Center (College), Calgary, AB**

* Taught college level English to students attending university
* Accelerated Academic Prep II, including instruction in writing, grammar, and listening skills
* Specialty Skills classes included Reading, Literature, and Listening

**ESL Instructor Self-employed private tutor, Aberdeen, Scotland**

* Taught university students struggling with English

**2011-2013**

**2013**

**2013-2014**

|  |  |
| --- | --- |
| **YWCA Calgary, AB** | **2013** |
| * Taught coursework in Pronunciation and Speech Clarity   **Founder & English/ESL teacher of iTeachU tutors, AB** | **2011-2013** |
| **Frontier College** Halifax, Nova Scotia | **2009 - 2013** |
| **Cambridge Language Center Singapore** | **2007-2008** |

* Taught children of varying ages, from 6 to 14 years old

## Geos Language Center

* Tutored children and adults in English

**Singapore**

### 2006

* Taught high level Business English to Japanese professionals

# Education

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| --- | --- |
| * **DELTA Diploma – Cambridge English Language Assessment, BC, Canada** | **2012** |
| * **Master’s in TESOL - The New School University, NY, USA** * **Studied under Jeremy Harmer and Scott Thornbury (CELTA component included)** | **2013-2014** |
| * **TESOL/TEFL/TESL certificate – University of Calgary, AB, Canada** | **2012** |
| * **Bachelor’s Degree - Dalhousie University, Halifax, Canada** * **English Literature & Sociology, and Social Anthropology** | **2011** |
| * **Proficiency Coursework** * **Canadian Language Benchmark, English Language Learning Online Course, Literacy** | **2013** |
| **Learning Simulation Workshop** |  |



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