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| **Date of Birth: 02/08/1980**  **Nationality: British Passport Holder** |  |

## **CAREER OBJECTIVES**

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| I am a UK graduate with five years retail management experience, as well as two years office experience and over seven years teaching experience. I am seeking a new, challenging position which will enable me to utilise and develop my existing skills within a successful teaching environment. |

## **EDUCATION**

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| **2006 - 2007**  **1998 - 2001**  **1996 - 1998**  **1993 - 1996**  **Languages**  **Computer Skills** | **Teaching English as a Foreign Language Certificate (TEFL): (Result-PASS)**  ‘I-to-I’ TEFL course accredited by ‘The Open and Distance  Learning Quality Council and Scottish Quality Management Systems’ (England)  **BA English Literature with Sociology Degree**  University of West London, Ealing, West London, England  **A-Level: English Literature (B), Sociology (D)**  Windsor Girls’ School (Sixth Form), Windsor, Berkshire, England  **GCSE: English Lit. (A), English Lang. (B), French (B), German (B), Sciences (C,C), Mathematics (C), Geography (C), Business Studies (C)**  Windsor Girls’ School, Windsor, Berkshire, England  **Fluent Native British English speaker**    Proficient in all Windows desktop software (Word, Excel, Power Point). |

## **EMPLOYMENT**

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| **May 2008 to August 2015**  **April 2006 – March 2008**  **November 2004 - March 2006**  **June 2004 – August 2004**  **June 2001 – May 2004** | **Full-Time English Language Instructor at ‘Berlitz Language Centre’** **(International languages franchise), Dubai, UAE**   teaching English to all ages (predominantly adults at corporate level), abilities and nationalities in groups, or on- to-one instruction, using the Berlitz Method and material, incorporated with other selected sources   actively improving the speaking, reading, writing and grammatical skills of students whilst broadening their professional vocabulary, range of expressions and building confidence   teaching Business English (Email & Business Writing Module, Meetings & Presentations Module, Business Modules) to Government departments, and staff from other large firms (Etihad airline, Emirates airline, MBC TV network, amongst many others)   preparing students for TOEFL and IELTS examinations   regularly charting students’ progress and sending reports to employers/parents/teachers of students who request them   tailoring courses to the specific needs of students  using non-Berlitz material, such as ‘Headway’, ‘Cutting Edge’, and ‘Market Leader’ amongst others **Full-time Assistant Manager at ‘Petit Bateau’****(Ladies & childrenswear fashion store), Windsor, Berkshire**  assisting Manager in day-to-day running of store and sales to achieve targets   providing efficient administration and reporting to Head Office on regular basis   implementing regular, effective staff training, and contributing to marketing and display campaigns   assisting in recruiting, training and developing staff   delegating tasks to staff and ensuring follow up   providing the best possible customer service and creating customer loyalty **Full-Time Account Coordinator at ‘Barkers’,**  **(Advertising Company), Slough, Berkshire** identifying client needs and making suggestions where necessary  ownership of my own set of assigned clients   responsible for total advertisement setting process   building and maintaining client relations and communications on a daily basis   building and maintaining media relations   media advice selection and buying   working with internal operating systems and programs   maximising local spot-buy opportunities   resolving queries **Full-Time Administrator at ‘Centrica’ (Temporary Position)** **(Energy Company), Windsor, Berkshire**  assisting in day to day office duties, switchboard and reception duties,  arranging meetings, schedules and travel,  providing efficient administration (including writing reports, faxing, filing, photo-copying and a high level of telephone communication with various department personnel)  **Full-Time Store Manager at ‘Ronit Zilkha’**  **(Designer ladieswear boutique), Windsor, Berkshire**   monitoring sales performance to successfully achieve sales targets   providing efficient administration and reporting to Head Office on a daily basis   implementing regular and effective staff training   recognising staff achievements and exercising regular staff communication   delegating tasks to staff and ensuring follow up   providing the best possible customer service and creating customer loyalty   accurate and efficient handling of administrative duties and large sums of money   training staff in registering clients for store account cards |

## **MISCELLANEOUS**

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| **Hobbies**  **Driving License** | Cinema and reading. I also teach English Literature, and English as a foreign language, in my spare time.  Clean British Driving license since 2004  Clean UAE Driving license since 2009 |



**Gulfjobseeker.com CV No:** **1510524**