Panagiota

[Panagiota.340207@2freemail.com](mailto:Panagiota.340207@2freemail.com)

Objective



Enthusiastic English teacher dedicated to creating an enjoyable, inviting and dynamic learning atmosphere. Implements traditional and innovative methods to motivate students to learn English Language and understand both British and American culture.

Skills



6 years as an ESL instructor



24 hands-on teaching hours per week



Certified Generalist Teacher for **Jolly Phonics, Pre-Junior, Junior, Primary,Preliminary, Elementary, Pre-Intermediate,Intermediate, Advanced, Proficiency, IGCSE and IELTS**.



Extensive English grammar knowledge Test methods knowledge



Proficient in creative and maintaining schedules



Planning, preparing and delivery lessons to a range of classes and age groups Classroom management



Marking and providing appropriate feedback and written work



Work experience



IQ Squared Tuition Centre Sept. 2010 — Present

English Teacher

Educating 4-18 year old students in the basics of English grammar and conversational speaking Coordinated communication between students and school administration to create an effective and culturally-sensitive learning environment.



Emphasized critical thinking though small group activities.



Created monthly academic status reports on in-depth students evaluations.



Collaborated with teachers and department heads to meet quarterly and yearly educational goal Developed and taught a curriculum to improve students’ conversational abilities.



Administered and graded tests and assignments to evaluate student progress Assigned lessons and corrected homework.



Attended workshops to learn about students motivation and engaging learning activities.



Honorary Consulate of Slovenia in Jun. 2004 — Aug. 2004

Limassol

Secretary / Administrator

Letter writing



Dealing with telephone and email inquiries Creating and maintaining filing systems



Scheduling and attending meetings, creating agendas and taking minutes – shorthand may be required



1

Keeping diaries and arranging appointments



Organizing travel for staff



Education



|  |  |
| --- | --- |
| Recycling Language and Great | Mar. 2012 — Mar. 2012 |
| Expectations |  |
| Anglia Examinations England |  |
| Jolly Phonics Instructor | Jun. 2011 — Jun. 2011 |
| Jolly Phonics |  |

Jolly phonics is a fun and child centred approach to teaching literacy through synthetic phonics. With actions for each of the 24 letter sounds, the multi-sensory method is very motivating for children and teachers.



Using a synthetics phonics approach, Jolly Phonics teaches children the five key skills for reading and writing. The programme continues though school enabling the teaching of essential grammar, spelling and punctuation skills.



The main five skills which are taught in Jolly Phonics are learning the letter sounds, learning letter formations, blending, identifying the sounds in words and learn tricky words such as irregular spellings.



Bachelor of Arts – English Language and Sept. 2006 — Jul. 2010

Linguistics

Univeristy of Salford – Manchester, England

Language teaching coursework



Emphasis in **TESOL 1** and **TESOL 2**



The study of English focuses primarily on spoken language data, using tools from the core areas of linguistics syntax, phonetics and phonology, semantics and sociolinguistics.



I also study the History of English 1 and 2 including the opportunity to learn some Old English and to discover the forces that have shaped English over time.



Coursework includes Speech and Communication, Sociology and Psychology.



Diploma in European Computer Driving Mar. 2006 — Mar. 2006

License

European Computer Driving License

Basic Concepts of Information Technology



Using the computer and managing files



Word Processing



Spreadsheets



Databases and filing systems



Presentations and Graphics



Information and communication



References



References available upon request.

2