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| Zoe  Curriculum Vitae | Contact Details  Email: zoe.369506@2freemail.com |
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| **Personal Details** | * Nationality: British * Date of Birth: 13th April 1976 * Marital Status: Married (no children) |

**Professional Experience**

August 2014 - Present British Council, Hanoi

*Teacher of English* Vietnam

* Teaching English to a range of ages and levels
* IELTS exam preparation
* Preparing and delivering enjoyable lessons
* Writing student progress reports

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|  | September 2013 – July 2014 Independent Contractor  *Native-speaking EFL Teacher* Portugal   * Teaching English to small groups and individuals at all levels * Cambridge Main Suite exam preparation * Providing English language lessons both face to face and via Internet   September 2011 – July 2013 EdCentre  *Fulltime Native-speaking EFL Teacher* Czech Republic   * Teaching English to groups and individuals at all levels * Cambridge FCE and CAE preparation * Teaching on site Business English at all levels * Developing supplementary materials   September 2010 – June 2011 Agnes’ English School  *Assistant Director of Studies* Poland   * Teaching English to younger learners and adults at all levels * Cambridge FCE and CAE exam preparation * Curriculum planning and implementation * Course book selection * Preparing tests and reports and developing class activities * Running of the school during the owner’s absence   July 2009, July/August 2010, 2011, 2012, 2013 BABSSCO (Rugby)  *Summer School EFL Teacher* UK   * Teaching English to multinational classes of teenagers * Teaching English to closed groups of Japanese teenagers * Liaising with other members of staff to provide a balanced educational program for the students   September 2008 – June 2010 ABC School  Fulltime Native-speaking EFL Teacher Slovakia   * Teaching English language to students aged from 8 - 80 and from beginner to advanced level * Teaching Business English classes at all levels * Teaching Medical English to local healthcare professionals * State, Cambridge Main Suite and IELTS exam preparation     September 2007 – July 2008 Oxford School  Fulltime Native-speaking EFL Teacher Poland   * Delivering English language classes to a variety of age ranges and levels from elementary to advanced * Teaching Business English at company premises (Marketing, HR and Finance). * Exam preparation (City & Guilds) for general and business exams * Preparing tests, lessons and reports * Developing students language awareness and pronunciation skills   29th June – 19th August 2007 Concord College  Summer School EFL Teacher UK   * Teaching English to multinational classes of teenagers * Liaising with other members of staff to provide a balanced educational program for the students * Responsible for the after lessons welfare of 12 teenaged multinational girls * Extra-curricular activity supervision * Driving school minibus | | |
| **Education** |
|  | * Bachelor of Arts: English Language (Dalarna University 2013) * Cambridge DELTA Modules 1 & 2 (Merit and Pass grades) * Cambridge CELTA Pass B (above standard practical skills) * Certificate in Teaching IELTS Grade A * A-Level French * A-Level German * A-Level General Studies * One year course in Psychology   NCFE Level 1 for IT Users  NCFE Intermediate Level Occupational Health and Safety | |
| **Additional professional activities** | | |
|  | | Cambridge Speaking Examiner (PET, FCE, and CAE) (Lapsed)  June 2013 – Presented at Alternative Language Teaching – Technology in Practice seminar  December 2010 – Attended ELTea Conference  April 2009 - Attended Macmillan teaching conference |
| **Interests and activities** | | |
|  | | I am very interested in learning about new places and cultures and believe that the only way to know a place is to become part of the community. I enjoy swimming and scuba diving as well as studying in my spare time. |