

John Doe  
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## **Curriculum Vitae**

### **Personal Information**

Age: 30

Nationality: French

### **Profile**

I am a T.E.S.O.L qualified graduate with a number of years' experience working in the language school sector. My training, together with my background of working closely with foreign students and my enthusiastic personality make me ideally suited for teaching English as a foreign language.

### **Work Experience**

#### **Studya LTD**

Period February 2004 – September 2005

Position Sales Co-ordinator

Main Duties:

- Training staff for IT systems
- Support for global sales team
- Dealing with agent enquiries
- Preparation of management reports, EFL industry & market analysis
- Wide range of administrative duties and ad-hoc sales development projects

Skills developed:

- In depth understanding of the International Education industry
- Devised and led training sessions for up to 10 people. Prepared supplementary materials
- Time management & organisational skills to handle a range of different concurrent tasks
- Ability to work swiftly and accurately with high workloads and under pressure
- Project management skills to successfully plan and implement a range of initiatives
- Extensive use of Microsoft Office, including advanced use of Excel for analysis and reporting
- Attended Advanced Excel and Customer Service training courses

#### **Studya Shop (Database Software Vendor)**

Period February 2003 – February 2004

Position Account Manager

Main Duties:

- Account management and new sales development
- Marketing and lead generation
- Production of monthly sales reports

Skills developed:

- Communication skills and sales technique
- Ability to identify possible opportunities and ways to approach new customers
- Understanding of a highly complex product range
- Developed a marketing plan and helped to create marketing materials, write trade articles, attend trade shows and execute e-mail campaigns and advertising promotions.
- Built and maintained a number of new business relationships.
- Created significant business from existing and new accounts

### **Academic Record**

September 2005	Cert. T.E.S.O.L (Studya College Paris)		
1998 - 2002	BA Business Studies	Paris University	2:1
1991 - 1993	A-Levels	College, Paris	French, English, Art, General Studies
1989 - 1991	GCSE's	College, Paris	French, German, English, Art, History, Physics, Maths

## Skills Summary

### Hard Skills

- Understanding of the key linguistic and skills requirements for learning English as a foreign language
- Excellent organisational and administrative skills
- Ability to plan and manage time effectively
- Excellent IT skills and ability to use a number of diverse applications
- Good use of English and attention to detail
- Proficient in writing and communicating in French

### Soft Skills

- Strong self-awareness - ability to reflect and learn from experiences in the classroom and elsewhere
- Ability to balance light-hearted approach to language learning with a more focused and serious style when appropriate
- Extensive knowledge and understanding of a wide range of foreign cultures
- Ability to be enthusiastic and energetic in order to motivate students
- Experienced in working effectively as part of a team
- Social person who enjoys making new relationships

## References

John Doedoe  
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