

John Doe
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France

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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's College, Paris

Period April 1995 – August 1998, plus holiday placements from 1998 - 2000

Position Office assistant / office manager

Main Duties

- Most aspects of language school administration: processing bookings, client correspondence, dealing with students, agencies, staff and host-family enquiries (often in French)
- Devising and supervising teenage and adult activities
- Scheduling student transport
- Managed teenage classes in case of staff absence

Skills developed:

- Ability to interact with a range of clients and cultures as well as staff, host-families and agencies
- Understanding of the nature and characteristics of a range of foreign cultures
- Wide range of administrative duties
- Ability to multi-task under high season pressure
- Extensive communication in French

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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