

John Doe

Objective To pursue a career in educational sales and business development

Education

10.2003-10.2004 *Diploma in Audio Engineering & Multimedia (full-time FE course)*
SAE Technology College, London

10.92-07.95 *B.A. (Hons) in Music (2.1)*, Oxford University

07.96-08.96 *CA/UCLES certified EFL Teacher*, St Giles College, London

Employment

Training and Education Sector

06.2004-present IMG ESOL Ltd., London
ESOL Trainer

- Design and deliver intensive ESOL courses based on UK government's Skills for Life Programme (p/t)

06.2002-09.2003 First Connection, Ltd., Shanghai

Founder & Sales Manager of Training-Consulting Company

- Provided business English, communication skills training and report writing services to major corporations, including Alstom, AMD and Ericsson
- Gained first hand experience of administrative processes involved in starting up a company, including company registration procedures, invoicing and financial control
- Demonstrated entrepreneurial attributes

10.2000-06.2002 Universal Focus International, Ltd., Shanghai
(A successful Sino-US training provider to multinationals in Taiwan and the PRC for twenty years. Ownership was transferred in mid-2002.)

Business Development Manager

- Sold tailor-made business English and communication skills courses to China-based multinationals, including Allianz, Compaq, DuPont, Gillette, The Hilton, OTIS, SAP, Shell, Siemens, Unilever and WestLB
- Recruited, trained, and managed team of 10, including trainers & sales staff; scheduled trainers and programmes at different locations
- Increased course turnaround by over 70%

01.99-09.2000 Universal Focus International, Ltd. & EF Language Schools, Shanghai

Business English/Communication Skills Trainer

- Improved soft skills of new generation of Chinese employees working under foreign management in multinational companies, from entry level staff to GM's
- Developed good knowledge of Chinese business practices and customs
- Broadened personal outlook by working with people from different cultural background

15, rue du coin
78215 Méricourt -France

Phone (33) 01 00 00 00 00
Email johndoe@studya.com

John doe

- 12.96-10.98 KPMG Auditors & Management Consultants, Prague
In-house EFL Trainer, Course Director and Administrator
- Directed in-house EFL training to over one hundred staff at all levels
 - Saved company 66% (c. £12,500) of annual language-training budget
 - Increased scope of in-house EFL training courses provided by Prague office to cover other KPMG branches (generated extra revenue for Prague office)
 - Persuaded company to introduce a learning incentive/reward
- 09.95-11.96 Temporary Contract at St Giles College, London / Private Tuition
Teacher of EFL and Music in London and for multinationals and state enterprises in Prague, Czech Republic via *English Link* Training Agency

Audio/media work

- 06.99-07.2003 Employed on regular, freelance basis by University Publishing Houses, Media Companies, Radio Stations and Corporations in Shanghai, China as
- **Voice-over Artist** for numerous educational audio-visual publications, promotional videos/CD-ROMs, radio commercials & children's TV
 - **Radio Presenter** on Radio Shanghai's weekly half-hour English language show
 - **Producer** of studio recording/English lyrics for singer Sun Mei Na's entry in Shanghai's 'Official Song for Expo 2010' competition; broadcast on MTV Asia

Skills Good knowledge of Windows XP and Mac OSX, MS Office, Photoshop and Dreamweaver

Conversational ability in Czech and Mandarin; German studied to A-Level (grade 'A')

Clean driving licence held

Referees References are available on request.