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Personal Profile

A UK-trained, multi-lingual (fluent Portuguese, English and Spanish, with good knowledge of Italian, and French), technically proficient Teacher with a passion for learning and experience in encouraging pupils of all abilities and backgrounds to develop their linguistic skills. I have gained extensive knowledge in teaching students of varied educational background, which has developed my teaching styles and I am able to adapt my teaching style to meet student requirements. I have strong organisational skills demonstrated by the various events organised at Pinner High School. I am now working in Colombia as mainly an English teacher. I have just finished the CELTA course in Ecuador with IH. As a result, I believe I will become an asset to any organisation that I join.

Key Skills:

- Strong communication skills, both written and verbal
- Good integration into any team or organisations with the ability to work autonomously
- Fluent in Portuguese, English and Spanish
- Leading teaching and learning including newly launched initiatives
- Good IT Skills including all Microsoft office applications
- Outstanding organisation and time keeping skills
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Employment History:

2019: Fundación Universitaria Unimonserrate, Bogotá – Language Teacher

- English Teacher (levels ING101, ING103 y ING05)
- Portuguese Teacher (optional course)
- Early childhood education

2016- 2018: Pinner High School, London (11-13) – Spanish Teacher

- Created the Spanish department from scratch.
- Created schemes of work for KS3
- Created level descriptors
- Created Spanish assessments
- Organised Open evening for the department
- Organised Spanish week and languages week
- Planned a Spanish trip to the south of Spain for 40 students
- Offered various clubs: Portuguese club, salsa club and Spanish film club.
- Organised a Spanish spelling bee for the whole school
- Organised an MFL Got Talent event for the whole school
- Organised a Spanish song contest for the whole school
- Organised a representative of the army as well as the air force to visit our school and do a workshop on the importance of languages
- Delivered school assemblies promoting the use of Spanish/languages
- Trained staff on Task Magic – a very useful differentiation tool
- Participated in the PTI (Princes Teaching Institute in Cambridge) residential course
- Planned a lesson to be used by all form tutors during a house event
- Experienced form tutor

2015 – 2016: Elthorne Park High School, London (11-18) – Spanish Teacher
One year contract

- Taught KS3-KS5 Spanish (mixed ability)
- Offered an Italian enrichment club
- Helped with Spanish year 7 writing frames
- Participated in lesson study

2014 – 2015: Chislehurst School for Girls, London (11-18) – Spanish and French Teacher
Maternity cover

- Taught KS3-KS5 Spanish (top set apart from y7)
- Taught year 9 French class- top set teaching
- Participated in the French exchange programme in November
- Worked closely with the Spanish assistant
- Got involved in Spanish and French KS4 moderation
- Created Spanish helpdesk and a y7 summer booklet called "September Ready".
- Helped with Spanish SOW

2011 – 2014: FurzePlatt Senior School, Maidenhead (11-18) - Spanish & French Teacher

- Taught KS3 French, KS3-KS5 Spanish
- Taught French and Spanish at a local primary school once a week
- Conducted Italian and Portuguese GCSE oral exams
- Primary teaching once a week
- Created KS4 Spanish SOW
- Created Spanish CAT booklet
- Helped with school trips
- Helped organise the Spanish trip abroad as method of assisting to further develop student knowledge
- Offered MFL Club
- Participated in Working Parties
- Created and shared resources to all students and teachers that may require these.
- EPQ Supervisor

Feb 2011 – May 2011: Sacred Heart School for Girls, London (11-16)
Modern Language Trainee Teacher

- Taught Year 7 and 8 French, year 8, 9 and 10 Spanish.
- Marked homework and classwork and provided feedback to students so they understood their areas for improvement
- Experience working with a tutor group (year 8)
- Taught PSHE which made a significant contribution to personal development
- Organised a Flamenco taster show for the international evening in March
- Helped with the Italian club after school hours

Sept 2010 – Dec 2010: Cardinal Wiseman High School, London (11-18)
Modern Language Trainee Teacher

- Taught Year 7 and year 9 Spanish
- Set and marked unit tests and homework in accordance with the national curriculum
- Experience working with a tutor group (year 9)
- Facilitated the use and application of ICT as an integral part of teaching and learning
- Assessed progress and provided personalised feedback
- Encouraged and engaged pupils' interest in individual, paired and group work
- Personally improved own performance through reflection and learning from teaching colleagues

2007 – 2010: Ovid Technologies, London - Customer Support Coordinator

- Provided sales, admin and customer service support to directors and sales teams in the Dutch
- and Spanish offices of this global electronic medical, scientific and research information company
- Trained new and existing Customer Service personnel
- Created monthly reports and raised and issued invoices in consultation with the finance
- Department
- Screened and interviewed candidates for the international team

2003 - 2006 Digital River, Slough | www.digitalriver.com

2004 – 2006: Senior Customer Services Representative
Customer relationship managed a portfolio of Canon eBay customers within this reseller of e-commerce and marketing solutions: Symantec, MacAfee, TrendMicro, Canon, Autodesk and Pinnacle

- Supported the customer service team during peak periods, and took Level 1 escalated calls
- Coached the team in product knowledge, technical issues, and customer care and service
- Personally took ownership of and resolved complex issues and e-mails of a more difficult
- nature
- Arranged call backs and authorised refunds
- Consulted with organisational-wide managers and colleagues to facilitate a culture of support, Understanding, knowledge-sharing and mutual co-operation

2003 – 2004: European Customer Services Representative

- Assisted with customers with general product and download queries
- Liaised with distributor centres and couriers to organise on-time product deliveries
- Updated the European websites with translations of technical information and contacts

2000 – 2002: Private Tutor – Portuguese | Spain and Swansea UK

- Organised and delivered individual oral and written language training to students across all age groups
- Utilised a variety of teaching methods
- Achieved good results and built a client base primarily via referrals

Qualifications & Training

2019 CELTA course in IH Montañita, Ecuador
2010 – 2011 Secondary PGCE in MFL |St Mary's University College | UK
2009 - 2010 A-level: French A |Kingston College | UK
2000 - 2003 Spanish and Italian studies | Portsmouth University 2:2
2001 - 2002 Exchange Student |Granada University | Spain
2000 - 2001 Exchange Student |Bologna University | Italy
2000: Summer Italian Language | Universita per Stranieri di Perugia | Italy
1999 - 2000 Spanish and Italian studies | University of Wales | Swansea, UK
1998 - 1999 Highers: English (A), Spanish (A), Modern Studies (B), Geography (C) |Langside College |Glasgow UK
1997 - 1998 English|International Language Academy | Edinburgh UK
1991 - 1997 Secondary Education |Escola Secundaria Dr Ginestal Machado | Santarem, Portugal

References

Mr Chris Woolf-Head Teacher at Pinner High School, London:
cwoolf@pinnerhighschool.org

Mr Daniel Harding- Head of faculty at Kingsdale, London:

dhg@kingsdale.southwark.sch.uk

Mr Daniel Hernández, Director of the language centre, Bogotá
direccioncentrodeidiomas@unimonserrate.edu.co