CURRICULUM VITAE

Personal Information

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Education

June 1995	Centre of English Studies, Dame Street, Dublin RELSA Certificate of TEFL
1993 – 1994	Diploma in Business Studies
1988 - 1993	Trinity College Dublin B.A. (Hons) Arts 2:2 English (major), Classical Civilisations (minor)
1986	St Josephs of Cluny Convent School. Leaving Certificate

Professional Experience

2006 – present	Free Lance English Language Teacher
2005 – 2006	British Institutes Arona
July 2003 – 2005	Assistant to Sales Manager in International Pharmaceutical company.
September 1998 - June 2003	British Institutes, Saronno Director of Studies Responsible for didactical running of the school and a team of up to 25 teachers. Devising and organising induction training, specialising in business English. Setting up courses for clients. All courses were personalised to clients requirements. Design tests for general and business courses.
September 1997 - July 1998	British Institutes, Saronno, Acting Director of Studies
June 1996 - July 1997	British Institutes, Saronno, Teacher. All levels from Elementary to Proficiency. Including English for general purposes, conversation courses, European Certified Courses, and English for business purposes. Specialising primarily with Cambridge and Business courses.
October 1995 - June 1996	British Institutes, Novara, Teacher Elementary to Advanced levels, English for general purposes, business purposes, and Cambridge courses.
Summer 1995	Centre of English Studies, Dame St, Dublin English Teacher Elementary to Advanced levels, ages 8 to 20

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