Miss Aliya Zahin

**Nationality:** British

**Date of birth:** 01 May 1989

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| Personal Profile |

I am a confident individual with a range of experiences in varied fields which have allowed me to greatly develop my skills, which I feel are transferrable to any job title. I am a conscientious and outgoing person, able to easily adapt to any environment and work diligently, both independently and as part of a team. I welcome new challenges and am currently looking to fulfil my passion for teaching English.

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| Education |

**2013:** Online Master TEFL course with Global Language Training (150 hours), Grade A.

*Modules include: teaching adults, teaching young learners.*

**2011-2012:** LLM International Human Rights and Humanitarian Law at the University of Essex

**2009-2010:** Exchange year in Law and Politics at the University of Salamanca, Salamanca, Spain

**2007-2011**: LLB Honours European Legal Studies with Spanish at the University of Westminster, London

**2005-2007**: A Levels at Valentines Sixth Form: English Literature [B], History [B], Spanish [C].

**2000-2005**: GCSE’s at Valentines High School: Spanish [A\*], Maths [A], Double Science [A], History [A],

 Textiles [A], Double English [B], Art [B], Business [B].

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| Work Experience |

**2013: British Red Cross, Volunteer Refugee Caseworker**

* Undertaking sensitive and comprehensive interviews with service users to assess their needs;
* Maintaining effective client records using the data capture system (BRM) including communicating effectively with the case owner;
* Identifying and responding appropriately to safeguarding and protection issues with vulnerable clients, including children and vulnerable adults.

**2007-2009: Mango (retail), Oxford Street, London**

I started working at Mango the same time I started university which meant I had to balance my studies alongside work and everything else; it taught me a great deal about time management and prioritisation.

**Key skills:**

* I learnt to adapt to a professional environment, where both speech and behaviour had to be appropriate to the workplace;
* I became adept at accomplishing set tasks within a fixed time frame, be it individually or as part of a team;
* I learnt the importance of customer service and it also helped greatly in demonstrating the importance of teamwork and co-operation.

**2006: Oxfam (charity), Ilford Essex**

I was a volunteer at my local Oxfam store throughout the year, up until October.

**Key Skills:**

* Keeping the stock room organised and ensuring the books were of selling quality;
* Keeping the shop floor stocked and regularly culling books to ensure optimum sales;
* Conversing with customers to make certain they find what they are looking for so as to increase sales.

**Summer 2006: Hardwicke Building, Chancery Lane, London**

I was selected for a two week internship programme via Linkson Jack (now known as the Social Mobility Foundation). This was my first experience in a barrister’s chambers and allowed me an insight into the workings of one of London’s leading chambers.

**2005: Cranbrook Solicitors, Ilford, Essex**

A two week work placement at a local solicitor’s office was my first insight into the legal profession. I was working as part of a team in accomplishing set tasks and learnt a great deal about the kind of work solicitors do.

**Key skills:**

* Reorganising the filing system;
* Typing up documents;
* Dealing with customers’ requests and passing messages between solicitor and client.

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| Extra - Curricular |

**2012:**

* Member of the Roma Rights project - working on a report in regards to the trafficking of Roma, Human Rights Clinic, University of Essex
* Member of the organising committee for the annual Kosovo trip, University of Essex
* Member of the organising committee for the ‘Human Rights in Asia’ Conference, to be held in June 2012, University of Essex
* Co-chair of the Human Rights Council at University of Essex Model United Nations

**2011:**

* Chair of the Human Rights Council at the Israel Model United Nations,
* Member of the organising committee for the Kevin Boyle Memorial Conference, University of Essex

**2010:**

* Volunteer on the Innocence Project at the University of Westminster
* Advisor at Community Links, Canning Town, London

**2009-2010:**

* Undertook Model United Nationsclasses and participated in models throughout the year;

Bonn, Germany; Harvard, USA; Salamanca, Spain; Tel-Aviv, Israel

**2005-2007:**

* Member of the Debating Society, Student Council and the Eco-Committee at Sixth Form

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| Additional Skills |

* Confident with a range of IT packages including Word, PowerPoint, internet and email
* High level Spanish

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| References |

Scott Sheeran:

Lecturer, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ

Email: ssheeran@essex.ac.uk

Geoff Gilbert:

Professor and Head of Law School, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ

Email: geoff@essex.ac.uk

To whom it may concern,

My name is Aliya Zahin and I recently completed my master’s degree in ‘International Human Rights and Humanitarian Law’ at the University of Essex, England.

I am an enthusiastic individual, dedicated to my work; my experiences have greatly increased my confidence and I am able to work efficiently both independently and as part of a team. I am able to organise myself and my work, so as to prioritise effectively which I have had to do throughout my undergraduate degree in order to balance my studies alongside work. Furthermore, having participated in numerous Model United Nations simulations, I am a confident and articulate individual, able to both listen and respond appropriately and in a professional manner. I have learnt to be very flexible and am able to adapt efficiently to my surroundings.

Although I do not possess any experience in the field of teaching, teaching English is something which I feel I could excel at. I have a great love for languages and understand the importance of languages in today’s world, especially English. I feel that the various skills I have accumulated through my extra-curricular activities are particularly relevant to teaching English; my leadership role during the Model United Nations simulations allowed me to gain experience in an authoritative role, and has given me the ability to confidently and effectively command a group of students. I am able to effectively organise projects and meet deadlines which will enable me to create detailed and engaging lesson plans. I am confident that my ability to engage the class and provide interactive lessons for the students will greatly benefit their understanding of the language.

This opportunity to teach English would be of great advantage to me as an individual, but I also feel that I have a lot to offer the students; my experiences and passion for languages recognise my suitability for this role. I am excited at such an opportunity and would like to thank you for considering my application.

Yours Faithfully,

Aliya Zahin