Dmitry Volokhov

ENGLISH LANGUAGE PROFESSIONAL

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Profile

- **NATIVE English Speaker** with fluency in Russian and Comfortable in French
- **TESOL Certified** with Specialization in Business English
- **Experienced ESL teacher** in South Korea and Russia: Business/Private Adults, University, High School students, Middle School Students
- **Developed own ESL training materials** : worksheets, presentations, graphics
- **Baccalaureate in Arts** focusing on Communication & Computer Science (Summa Cum Laude)
- **Business Experience**: Software Consultant & Trainer: Trained managers and clerks at over 20 client sites

Experience

ESL Teacher | September, 2007 - May, 2008
New Planet Language School, St. Petersburg, Russia

- Instructed business professionals and private adult groups at all levels

City Hall Lifelong Learning Centres, Suncheon City, South Korea

- Instructed beginner adults, intermediate adults, and advanced adults, university conversation students, and high school students
- Developed Lesson Plans and designed high-impact teaching materials for all levels
- Provided support and planning assistance for English language programs and events

Professional Training Specialist | January, 2006 - May, 2007
Pryde Schropp McComb, Inc., Ottawa, Ontario, Canada

- Trained and supported dozens of clerks and managers, individually and in small groups, in the use of complex airport billing software at over 20 client sites
- Developed the patience and motivation needed to explain difficult subjects to new learners while writing the user's guide to the company's software (> 200 pages), and developing teaching aids in the form of handouts and PowerPoint Presentations

I.T Instructor | August, 2001 - August, 2003
Boys' and Girls' Club of London, London, Ontario

- Taught groups of up to 15 children and senior citizens basic computer skills, including: typing, word processing, web browsing, and email
- Instructed smaller groups of more advanced learners in basic web design, graphic design & desktop publishing with Adobe Photoshop, and Visual Studio programming

Education

United TESOL College of Teaching Training, Ottawa, Canada | June, 2006
- 100-Hour TESOL Certificate in ESL Training with Specialization in Business English

University of Ottawa, Canada | September, 2002 - July, 2005
- Obtained Baccalaureate in Arts focusing on Communication and Computer Science
- Graduated Summa cum Laude & maintained several scholarships throughout

Languages & Skills

- English (Native), French (Good Reading, functional Spoken/Written), Russian (Fluent Spoken, Intermediate Reading), Korean (Beginner, Good Reading), Turkish (Beginner), Japanese (Beginner)
- Business Software: Windows 3.1 - XP (Advanced), Microsoft Word (Advanced), PowerPoint (Advanced), Access (Advanced), Outlook (Advanced)
- Typing Speed: 95 wpm | Energy: infinite | References: glowing, upon request