

Curriculum Vitae

Name: Ruth Darbyshire

D.O.B. 08/09/87

Personal Statement

I am a confident and hard working individual with an appetite for learning new skills and having new experiences. I am extremely flexible and adaptable due to the variety of work and life experiences I have had. I have a passion for teaching and very much enjoy working with children and young adults. I have a positive and out-going attitude. Travel is a passion of mine as I enjoy learning about new cultures and discovering how people live in different countries.



Education

Bell Baxter High School (1999 – 2004)

- Highers: English (A), Modern Studies (A), Drama (A), History (B), Media Studies (C)

Dundee College (2004-2005)

- HNC Acting and Performance

University of Glasgow (2005-2008)

- Ordinary Degree – MA in General Humanities, European Civilisation
- Subjects included English Literature, French, Politics, Sociology, Philosophy, Theatre Studies (major) and Fundamentals of Education.

Experience/training/skills

- Completed 120 hour online TESOL certificate Grade A.
- Taught English and other lessons in schools for slum and street children in Bangalore, India for 3 months in 2006 then again for 2 months in 2007 with the Parikrma Humanity Foundation
- Taught disabled girls vocational skills and English in orphanages in Kalutara, Sri Lanka for a month in 2006 with the charity Sukitha
- 10+ years dance training.
- Taught swimming to 4-7 year olds at my local swimming club.
- Volunteer fundraiser for British Red Cross and Children 1st
- Volunteered in assisting to build a school in Cuzco, Peru.

Previous Work Experience:

Company Name: The Rees Luxury Hotel and Apartments, Queenstown (June 2011-September 2011)

Job Title: Receptionist and porter

Duties/Responsibilities/Skills Gained:

- Working efficiently as part of a team
- Remaining calm and professional at all times
- Dealing with guests daily, including handling all complaints
- Sales - encouraging guests to book activities with us
- Booking activities and dealing with activity providers/sales managers.

Company Name: Old Course Hotel Golf Resort and Spa (2009-2010)

Job Title: Reservations agent

Duties/Responsibilities/Skills Gained:

- Ensuring a high standard of customer service - My position of reservations agent required me to make reservations over the phone and via email to the very highest standard in this world famous 5 red star hotel in St Andrews, Scotland.
- Working towards targets - I had certain targets which I met each week or month in terms of number of calls converted to business and revenue achieved. I was expected to turn each call into a booking in the most professional way to ensure absolute quality was achieved. We were frequently tested on our customer service skills by mystery shoppers and I achieved no less than 90% for each call tested.
- Training - I was also in charge of training new reservations agents, due to the high turnover of staff we had this was quite a number of people.
- Organisation – I had an extremely heavy workload for much of the time and had to prioritise my work and delegate certain tasks to others in my team

Company Name: GOALS, Glasgow Caledonian University

Job Title: Student Mentor

Duties/Responsibilities/Skills Gained:

- GOALS (Greater Opportunity for Access to Learning in Schools) was an organisation running workshops in high schools to encourage students to go onto further education, e.g. university or college. I assisted in running the workshops. The workshops assisted the students in a number of way, e.g:
- helps prepare students for higher education
- helps students decide if higher education is the right option for them
- equips students with key skills and provides useful tips and advice for successful study
- helps students improve their existing skills in order to reach their full potential
- introduces students to campus life, i.e. lectures, seminars, library and I.T. resources
- Helps boost student confidence.

Nathan Devereux - Resume

Education and Qualifications

ACTDEC accredited TEFL course

I have completed a 120 hour TEFL course accredited by ACTDEC, and received an A as my final grade.

Bachelor of Arts - American Studies, Canterbury Christ Church University, England

A degree with great flexibility encouraging broad research skills. The course taught me how to compare and summarise varied and complex subject matters ranging from geography and literature to history and art. Overall, I obtained a 2:1 grade.

Aylesford Secondary School, Warwick, England

At Secondary School I achieved passes or better in A-Level History and ICT, along with ten GCSEs, including English Literature and Language, Maths, French, History and three Sciences.

Training and Achievements

Qualified PADI Rescue Diver

First Aid Level 1 Certificate.

Grade 5 in percussion.

Chartered Institute of Environmental Health.

Level 2 Certificate in Food Safety and Catering.

Employment History

Byron Bay Scuba Dive Centre, Australia (www.byronbaydivecentre.com.au)

Scuba Diving lesson assistant

As part of the diving school's operational team I assisted in the delivery of scuba diving lessons, adhering to the PADI certified course curriculum. This required me to teach technical information to a variety of audiences. As part of a team I also helped with the daily running of the dive centre; preparing customers for their dives. I was also responsible for the safety of customers whilst diving and the quality control of the equipment used.

This was a voluntary role.

Warwickshire County Council, England 2008-2010 (www.warwickshire.gov.uk)

Political Assistant

The role generated a varied workload, however the main purpose was to educate elected representatives on the various aspects of national and local government. The councillors relied on me to keep them up to date with changes to legislation and policies. This required me to analyse lengthy, complex government documents and policies, and deliver presentations and briefings to people of varying backgrounds and competency levels that may not be familiar with the topic or language used.

I was also responsible for developing a training programme for all elected representatives, schooling them



on the many responsibilities and areas of the County Council.

Warwick Independent Schools Foundation, England 2003-2008 (www.warwicksschool.org)

Waiter, Kitchen Hand and Residence supervisor.

A varied role which included the following responsibilities:

Managing a housekeeping team, training individuals in the various aspects of the job.

Being the first point of contact for guests at various events, working as part of a catering team to oversee functions, including food preparation and waiting on guests.

Whilst instilling a hard-working ethic this role also enhanced my interpersonal skills.

This was a part-time role during studies.

Musical Instruction 2000-present

Following the completion of my initial percussion qualifications I taught a number of school age pupils how to play percussion instruments. This was generally on a one-to-one basis and included both written and practical skills.

Travelling

From August 2010 to December 2011 I spent time travelling and working across Australasia. During this time I embarked on a number of volunteer projects, including agricultural work. Through these experiences I have gained further confidence living in different countries and adapting to their way of life. In addition to this it increased my ability of interacting with people of different cultures and backgrounds.

Interests

I have a passion for travel and enjoy learning about different cultures and customs. I enjoy exercising and playing sports including football and tennis. I have played musical instruments from a young age, as part of bands and groups, and have achieved fairly high standards in this. I enjoy good food and have an active interest in learning about the natural world which I pursued during my time travelling and working abroad.

Availability

I am currently residing within the UK and am able to start work immediately.