Sarah Harris \_\_\_\_\_\_\_\_\_\_\_

Curriculum Vitae

Date of Birth: 03/07/1985

Home Address: 13 Cliftonthorpe Meadows

Ashby de la Zouch

Leicestershire

LE65 2UL

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Education & Qualifications

1999-2001 Ashby Grammar School

10 GCSE’s, Grades A\* - C

2001-2003 Ashby Grammar School

A Levels in English Language & Literature, Business Studies, Biology, French. AS Level in General Studies

2004-2007 Manchester Metropolitan University

BA Degree in English Literature

Upper Second Class Honours (2:1)

June 2007 TEFL Certificate, Manchester UK

Work Experience

June 2005 – April 2007 MMTeleperformance, Ashby de la Zouch, Leicestershire

During my university holidays I worked full time in a busy call centre. Duties involved handling calls for the UK Passport Service, along with other campaigns. I liaised with other offices, booked appointments and handled queries and complaints from customers.

Sep 2007 – March 2009 Wizville Language Institute, Seoul, South Korea

I taught children between the ages of four to 14, mainly kindergarten. I planned lessons for the year according to a monthly theme, selected books for my students and prepared worksheets and other teaching materials and resources. Non-classroom based duties involved writing report cards, telephoning students, writing monthly and weekly lesson plans and ordering all of my own books and materials.

March – May 2009 CIVS, Nairobi, Kenya

I volunteered in Kenya for ten weeks, working in a children’s school and orphanage. I taught English and also helped in the kitchen preparing the children’s meals.

Sep 2009 – Present International House Language School, Tarragona, Spain

I currently work in a language school in Spain. I teach primary and high school age children and adults preparing for their official TOEIC examinations.

Personal I consider myself to be a hardworking, reliable and approachable person and very much enjoy the challenge of teaching non-native speakers of English. Having taught EFL for over two years, I believe that I am a competent and adaptable teacher.

In my spare time I enjoy travelling, socialising and visiting concerts, museums and galleries. Having studied English at university, I have very strong interests in literature, both modern and classic. I enjoy meeting new people and discovering new cultures.