**STEFANIE LAUREL HALFORD**

**PROFFESSIONAL PROFILE**

• Creative with willingness to learn and adapt to new situations

• Enthusiastic and interested in exchange with other cultures

• Mature and patient, excellent qualities for a well-balanced learning environment

• Confident and adaptable to using different ways or methods for teaching i.e., language games, role play and dialogue methods.

**EDUCATION**

Certificate in TESOL

TEFL International Certificate, Plelauff, France. 2010

4 week (120+ hours) British Council accredited, international intensive course covering:

Teaching Techniques (i.e. Business English), Foreign Language Experience, Student Profile Building, Language Awareness, Observation of experienced teachers and peers + 5 hours teaching experience (Including Adults: Intermediate/ Advanced/ Beginners and Children).

Bachelor of Arts: Major Economics, Minor French (Graduation: December 2007)

Concordia University, Montréal (Québec)

**COMPUTER KNOWLEDGE**

• Microsoft Word, Excel, Power Point and Access in both a PC and Macintosh environment

**WORK EXPERIENCE**

Freelance Translator, 2011-Present

Online

• Translation of various documents, operation manuals and labels for variouscompanies

Accounts Manager, 2008

Canpro Investments, Montreal (Québec),

• Managing the accounting for a major shopping centre with over 200 tenants and coordinating accounts receivables.

Bookkeeper (for a renovation company), 2006 –2009

In Casa Inc.Montréal (Québec)

• Designed and implemented a customized bookkeeping system.

Hostess, 2007-2008

Anton and James Restaurant, Montréal (Québec)

• Worked with little supervision or guidance, allowed to create new procedures as necessary in order to facilitate the smooth running of the restaurant

Clerk, 2004 -2006

Pharmacie Carole Anne Budning Montréal West (Québec)

• Learned important interpersonal communication skills through working with the elderly

**OTHER EXPERIENCE**

Rowing Camp Counsellor/Instructor Summer 1999-summer 2004

Kelowna Rowing Club, Kelowna (British Columbia)

• Responsible for the safety of twelve or more young teens on Okanagan Lake and managing summer "learn to row" camps

• Instructed one individual who went on to row at the BC games and several international regattas as well as carry on with a rowing scholarship at the University of Michigan

Founding Captain of the Pinball Club 2003

UBC Okanagan Campus, Kelowna (British Columbia)

• Created a student club with enough voting power in the student union in order to preserve the arcade from demolition

**CERTIFICATES**

• ST. John's Ambulance Standard First Aid

September 17th, 2013

Dear Sir or Madame,

I am a native English speaker from the west coast of Cana-da, British Columbia. I have spent the past three years travelling throughout South and South-East Asia. Two summers ago, I com-pleted a TEFL certificate with TEFL International.

When I completed my TEFL course we were required to use the core-dialogue method in one of the six lessons we taught. I pre-pared a dialogue for an adult beginner’s class. The class, “Where is it?” was structured around the vocabulary for giving directions. Rather than use clip-art for standardized loca-tions such as restaurant or post office, I went to the neighbouring village and took actual pictures of the local post office, gas station, etc. This element of familiarity, of using real ex-isting places, meant that for the students after the class was over, every time they passed the gas station or grocery store they would recall that lesson.

Since the completion of my certificate I have largely been engaged working as a freelance translator, from French to English and occasionally Portuguese to English, mostly for online companies. Because the market for translation services here in Europe is gradual-ly being stripped away by technology and the recession, and because of my desire to actual-ly employ those hard earned teaching skills I have decided to earnestly search for work abroad, ideally the Republic of Korea.

I am an adult language learner. In my early twenties I moved to Montreal, a city in the French speaking part of Canada, where I subsequently obtained a Bachelor's degree in Economics with a minor in French. I currently live in Portugal and am teaching myself Por-tuguese.

I am a dynamic person. I have no fears about getting up in front of a classroom of students and making a fool of myself, acting out the meaning of a word forexample, in order to engage students. I am not shy but I am a discreteperson, and I think this sensibility is very important because I am able toempathize and draw out others without embarrassing those who may notbe quite as lively as me. I am not loud. I do not have a large booming,bellowing voice that takes over a whole room but I did take acting lessonsin high school and I do know how to project my voice.

I have experience working with children as a sports mentor. I was a rowing instruc-tor for six years; two summers of which I organized two week long intensive day camps for children aged 12-16. My previous work experience is largely focused in the financial sector where I proved my capacity as a careful, reliable and attentive employee. If you believe my skill set would work well in one of the schools you represent. I would be delighted to hear from you. Sincerely,

Stefanie Halford