

## **EMMA CROOKS**

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### **PERSONAL STATEMENT**

During my working life and my personal interests I have always loved to pass on any skills that I have learnt and enjoy helping people progress both personally and professionally. I have demonstrated this during nine years of volunteering for the life boat service, and five years in the Sea Cadet Corps where I would often teach newcomers, predominantly in a group situation. This, combined with my love of travelling and meeting new people and cultures, has given me a further passion to extend my knowledge and experience of teaching and to start a new career path as a professional Teacher of English language for foreigners.

I am a hard working individual who has a positive attitude who enjoys fresh challenges. I enjoy working with people and have a friendly and encouraging mannerism. I have a strong classroom presence and can communicate well and effectively. I enjoy working with individuals and in a class room environment as well as in small groups.

### **EDUCATION AND QUALIFICATIONS**

Cambridge CELTA course completed June 18<sup>th</sup> 2010, Edinburgh.

2003-2006 BA Marketing Management, Napier University, Edinburgh.

RYA Day Skippers, Jewel and Esk Valley College, Edinburgh.

RYA Yacht Masters, Jewel and Esk Valley College, Edinburgh.

### **TEACHING EXPERIENCE**

**I have recently completed a year working in a school in Madrid as an English teacher. I had the opportunity to work with three to four year olds. This position encouraged me to develop my communication skills and allow me the flexibility to enhance my lesson plans, and teaching abilities. It was a very worthwhile position to have in the school.**

**I had the opportunity to travel to China to teach English in- company with an organisation called the Amity Foundation. This experience was hard work, but allowed me to develop my teaching abilities to all levels of learners from beginners to advanced.**

I completed the CELTA qualification with an Edinburgh based school in June 2010. I have been able to teach from day two of the course, which has helped with my confidence and I have been able to adapt to the different levels the students were in, class wise.

I have done one to one English teaching with three Spanish professional gentleman based in Madrid who all required conversational classes as well as more practical classes on grammar. We used text books supplied by myself, to help them develop and to help support their learning.

I have also taught teenagers how to sail on the West coast of Scotland. This was a challenging position as the teenagers were very uninterested and de-motivated to learn, but

eventually through hard work and a lot of encouragement and praise, they left the course with different ideas and ambitions.

## **EMPLOYMENT**

Oct 2010-Present	La Escuelita del Encinar. English Teacher
2009- 2010	Hospital Trust, Newcastle, UK. Administrator.
Nov 2008- Feb 2009	Tek Translations, Madrid. Administrator.
Oct 2007- Apr 2008	IE Business School, Madrid, Spain. Marketing assistant.
Nov 2006- Sept 2007	Trafford Consulting, Madrid. Telesales Administrator.

## **RELEVANT SKILLS**

### **Planning and Organisation**

I have always had to be organised in my working life due to the nature of the jobs I have taken on. In my previous position I was able to plan and organise my lessons according to the topic of the month. Another example would be, at IE business school I assisted with the whole marketing department which allowed me to experience every part of the marketing department. I was able to demonstrate my ability and range that was possible in the department. I played a key role in the development and delivery of their 2008 marketing campaign.

I have had experience with planning and organising people and equipment when I was involved in the Lifeboats. I also had to plan work load accordingly when at University and while doing the CELTA.

### **Responsibility**

I have maintained an excellent attendance record at University and in my working career. All my work experience has demanded high standards of care and attention to detail, particularly with regard to the safety and well-being of others. In my previous employment I was often in charge of small groups of children to encourage their performance and development. When I was involved with the Tall Ships Race in 1996 I was able to prove myself and consequently was promoted to Watch Leader. With this important promotion I had to demonstrate my abilities as a commander and leader within a small group of cadets.

### **Communication**

Communication is very important in teaching especially in a foreign language. Some children might find a new language difficult but this is one of the teachers' jobs to encourage a level of understanding.

I can communicate with a varied age and ability range. Through my university course, I had to develop professional and high-level written assignments and presentational skills. This was also evident in my career choice.

### **Teamwork**

Teamwork has been vital in my previous position. I worked very closely with the other teachers to develop our lessons and deciding what topics we could do in the freer time on some afternoons. My experience with the Lifeboats and the International Rescue Corps (IRC) has taught me that teamwork is vital in these types of organisations as teamwork encourages group work, good communication skills and being able to survive in any situation.

### **Information Technology**

I am proficient in a range of Microsoft applications, including Word, Excel and PowerPoint. I regularly use the internet for research and lesson planning. The Internet has a vast range of information that is really useful and relevant in learning and the classroom.

**Interests and Activities**

I enjoy being a leader and encouraging people to learn new skills. In my Lifeboat experience, I helped with school groups visits and gave talks in schools about the Lifeboats. As a member of many sporting teams such as hockey, SCUBA diving and hill walking, these experiences have helped me develop into the person I am today.

**Other Information/Additional Skills**

Music: I play the violin, the piano and I am learning the guitar.

Languages: English and Spanish.

Sports: Swimming, hockey, running, working out, SCUBA diving, sailing and power boating and hill walking. Most of these activities have developed my interpersonal skills.

First Aid certificate (2009), Food Hygiene certificate, Yacht masters and Day Skippers theory.

**Reference**

Reference available on request.