**CV**

**Personal Information**

Name: Grace Elizabeth Smith

Address: 8 Darrell Court Hedon, Hull East Yorkshire England, UK HU12 8QA

Phone: +44 (0)7540616096

Email: GraceElizabethSmith@hotmail.co.uk

Marital Status: Single

Country of Citizenship: England, UK

Native Language: English

**Qualifications**

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| Qualification | Subject | Institution | Date grade Received | Grade |
| BA Honours Degree | Drama and Performing Arts | St Marys University College | Graduation July 2010 | Predicted 2/1 |
| CELTA  | English Teaching | Hammersmith College | Graduation June 2010 | Predicted Pass |
| BTEC National Diploma | Performing Arts | Wyke College | June 2007 | Merit, Merit, Merit |
| A Level | Textiles  | Wyke College | June 2007 | D |
| GCSE  | English | SHTC | June 2005 | CC |
| GCSE  | Maths | SHTC | June 2005 | D |
| GCSE | Science | SHTC | June 2005 | DD |
| GCSE | French | SHTC | June 2005 | C |
| GCSE | History | SHTC | June 2005 | C |
| GCSE | ICT | SHTC | June 2005 | C |
| GCSE | Religion  | SHTC | June 2005 | C |
| GCSE  | Textiles | SHTC | June 2005 | B |
| GCSE | Drama | SHTC | June 2005 | A |

**Work Experience**

*Stafford House Summer School – summer 2009 and summer 2010*  Stafford House is a summer school where foreign students are invited to learn English. My role at Stafford House was as an activity leader. This involved taking care of the students when they weren’t in lessons. My job included creating and leading activities such as drama workshops, football matches and treasure hunts. I also had the job of making sure the students were supervised at all times and were always happy. This meant creating a good relationship with all and making sure they saw me as a friend they could talk to if they were feeling home sick or unhappy. Working with foreign students has given me great understanding of what to expect when teaching abroad.

*FMC and Admiral Catering Company – October 2007 – January 2010* FMC and Admiral Catering have given me great experience at working at some significant London tourist events and attractions. I have been lucky enough to work at Chelsea FC, The London Eye, Wimbledon Tennis, The Oval and many other places. My job roles change depending on the venue but I have worked both as a waitress, a team leader and for customer service. This has meant I have had to be versatile and quick learner as quite often I will be posted to different places. I have also learnt to work fast and under extreme pressure.

*Richmond dramatic youth and Francis Barber School – September 2008 - March 200 - VOLUNTEER* Here I volunteered as a drama teacher for children between the ages of 11 and 16, some of the students had learning difficulties and needed assistance with their GCSE drama. For 12 weeks, I attended their lessons in which I was responsible for planning and leading them. In these lessons, I planned specific workshops where we looked at specialist topics and acting workshops that allowed them to improve on their acting. I also lead confidence classes and eventually helped them work towards half an hour performances which were performed in front of their family and friends. This was a brilliant learning curb for me where I realised how much I enjoyed working with children. It was also a great opportunity for me to gain experience in writing lesson plans.

*ResQ Contact Services – summer 2008*  ResQ Contact Services is a company that deals with telesales. This was the hardest job I have had to do as a lot of the work is commission based and requires you to be persuasive and make quick sales. To work here, I had to have a good business manner and excellent communication skills which I believe grew the longer I worked here. I also had a lot of targets to meet which meant sticking to a strict schedule. This job also required me spending a lot of time in front of a computer and on the phone to potential customers.

*Hedon Express Taxi Office – October 2004 – June 2007* It was here that I worked as a receptionist for a local taxi company. This involved perfect timing, a good knowledge of the area and good computer skills as I had to make sure taxi’s turned up on time and at the right place. I also had to have great communication skills and a good phone manor as most of the time, the customers I dealt with were over the phone. This job also allowed me to develop really good people skills as I had to ensure I was friendly over the phone and if there were any problems that the customers trusted me enough to get the problem resolved.

**Hobbies and Skills**

I am a great lover of travel and have been lucky enough to travel all over the world taking in lots of culture. When visiting a new country I enjoy getting stuck in and trying out lots of new things. I am also a trained PADDY Scuba Diver and try to do this as often as I can in as many unusual places as possible, these places include Jamaica, Kenya, Egypt and Cuba.

Other hobbies of mine include cooking of which I have my basic food hygiene certificate, the internet and computers of which I am very confident with and enjoy using and performing. Performing is something I have been doing since I was very young and the majority of my education has been shaped around it. Performing has allowed me to grow as a person and be open to lots of new things and also made me a much more confident person. I love going to the theatre and try to attend a show at least once a fortnight.

**Who I am and why I want to teach English abroad**

I am a very independent person as I have had to cope with being 250 miles away from home since I was 18. I am very good at working individually but can also work extremely well in groups. I am a happy, cheerful person who enjoys being around people. I love children and find working with them an extremely fulfilling thing to do. I am very creative and always have lots of fun ideas, I enjoy reading and visiting museums and exhibitions as I believe this stimulates the mind.

I would like to teach English abroad as ultimately I would like to be a teacher of drama but I also would like to combine this with my passion for travel and culture. I recently wrote my dissertation on *Teaching English as a Foreign Language through Drama* and was fascinated by the research I came across. Teaching in the Far East is something that especially excites me as it is an area of the world I have never been to but have a great passion for. I believe that teaching out there is a great way to see that side of the world for what it really is. I am also aware that people over there are very keen to learn English and therefore I think this would make my experience an even better one.

**References**

Paul Woodward Senior Lecturer of Theatre St Mary’s University College Waldergrave Road Twickenham, London England TW1 4SX +44 (0)208 82404000 woodwarp@smuc.ac.uk

Jo Murry Recruitment Manager Stafford House Study Holidays 9 New Dover Road Canterbury, Kent England CT1 3AH +44 (0)1227 811506 JMurry@staffordhouse.com