**Claudia Chan**

23 Shearwater Drive, Rugby, Warwickshire, CV23 0WY

**DOB:** 02/07/1993

**Nationality:** British



**Profile**

I am a degree educated and qualified EFL teacher. I am a cheerful, open minded and adaptable individual, where I enjoy meeting new people and taking on new challenges. I always have a positive mind-set and I am keen to create stimulating and fun lessons to inspire a class and would continue to develop my teaching skills further. I also work well in a team and can communicate well at all levels and ages.

**TEFL Training**

Jan 2014- Dec 2014 120 hours TEFL Certificate The TEFL Academy, UK

* Creating lesson plans for a variety of levels from pre-intermediate to advance
* Teaching speaking, listening, reading and writing
* Material & resource creation, utilising the internet
* English grammar and how to teach the essential language
* Needs analysis and teaching in different situations
* Classroom management and teaching techniques

**Education and Qualifications**

2011- 2014 Staffordshire University Graduate Degree

BSc (Hons) 2:1 in Forensic Science and Psychology

2009-11 Ashlawn Sixth Form, Rugby A-levels

* 1. Avon Valley School & Performing Arts College, Rugby GCSE’s

**Relevant Experience**

Jul’14- Aug’14 Romanian Project- Teaching young children abroad Volunteer

* Travelled abroad for 3 weeks to Romania, working with disadvantaged children at a summer camp
* Created fun and simple English lessons
* Taught children English grammar and vocabulary
* Fundraised 950 pounds for FutureSense Foundation

2013-2014 Staffordshire University School Advocate (Psychology)

* Working with young people
* Planning workshops subject specific
* Communicating with young people
* Gaining Leadership and organisation skills

2013-2014 Welcome Rep Volunteer

* Helped out during Fresher events
* Setting up and cleaning up venues for events
* Guiding first year students and giving advice
* Helping out in other events during the year

**Work Experience/ Employment History**

Sept’14- Present ASDA Colleague

Working on a part-time basis and is responsible for keeping the stock on the shop floor in check and also maintaining the changes of prices of products. Maintaining a high level of customer service in store at all times.

2013-2014 Staffordshire University Student Ambassador

* Helped out during various events e.g. Open days, Summer schools
* Communicating with different people
* Working as a team and meeting new people
* Presenting information clearly
* Practical work experience

2012-2014 Crystal Chinese Take-away Customer Service

Providing quick and efficient customer service by taking orders by telephone and in person, responsible for handling cash in hand and giving out the correct food orders to the customers.

Jan ’11- Feb ‘12 River Avon Chinese restaurant Waitressing

* Dealing with customers by handling with complaints and passing them on to the manager
* Working at the bar and dealing with many orders efficiently
* Working with others, to provide best service to customers

**Achievements and Interests**

* I have travelled extensively after graduating from university where I visited Romania and Seoul; I also enjoy meeting new people and experiencing different cultures.
* I am currently learning the Korean language
* Completed Basic First Aid training with St John’s Ambulance
* IT Skills- completed the Microsoft PowerPoint qualification test, Microsoft word, E-mail, Internet etc.
* Participated in the Time to change training, to help young people to challenge mental health stigma and discrimination.
* Achievements- Grade 6 in Piano and Grade 2 in violin (Associated board of music)

**REFEREES ON REQUEST**