

**Name:** Lisa Melvin

**Nationality:** British

**Education and Qualifications**

Sep 12 - Jul 13 - **PGCE Primary with English as an Additional Language**

**Newman University, Birmingham, UK**

including Masters level work and two full-time 10-week placements in primary schools

Jun 05 - Jul 05 - **CertTEFL (Teaching English as a Foreign Language)**

**LSI, Berlin, Germany**  
120-hour course with 10 hours of observed teaching

Oct 01 - Jun 05 - **MA (Hons) Central European Studies and English Literature**

**University of Glasgow, Glasgow, UK**

with additional courses in English Language, Social & Economic History, and Philosophy

**Work Experience**

Oct 10 - present - **Speaking and Writing Examiner, University of Cambridge, UK**

* marking exam scripts from levels B1 - C2

Jun 12 - Aug 12, Jun 13 - Aug 13 -  **EFL Teacher, Discovery Summer, London, UK**

* teaching English to mixed nationality teenagers and children of all levels and ages
* teaching language-focused workshops, including fashion, origami and cookery
* level testing students
* leading trips to tourist attractions in London
* helping with whole-school events such as talent shows and quiz nights

Jan 11 - Sep 12  - **EFL Teacher, ABC School, Neal Street, London, UK**

* teaching IELTS classes
* teaching academic writing for students preparing for Masters courses
* teaching general English from B1 to C2 levels

Aug 09 - Jan 11 - **Freelance EFL Teacher, London, UK**

* teaching both private students and in schools across London
* preparing students for IELTS and FCE
* teaching business English and ESP (computing)
* observing and assessing InTesol teachers' performances

Jun 08 - Aug 08, Jun 09 - Aug 09, Jun 10 - Aug 10 - **EFL Teacher/Activity Leader,**

**LAL Summer Schools, Devon, UK**

* teaching English to mixed nationality teenagers and children of all levels (A1 - C1)
* level testing students
* arranging and completing arts and crafts activities for students
* supervising trips to towns, parks and tourist attractions in Devon
* organising whole-school events such as talent shows and quiz nights

Dec 08 - Jun 09 - **EFL Teacher, King Saud University, Riyadh, Saudi Arabia**

* preparing students for PET, KET and IELTS
* teaching ESP (linguistics and science)
* creating slide shows for students using PowerPoint
* using SMARTBoard
* arranging focus group to improve the English department's performance

Aug 08 - Dec 08 - **EFL Teacher, Avicenna College, Budapest, Hungary**

* preparing students for university entrance exams
* level testing students
* invigilating and marking exams

Aug 05 - Jun 08 - **Freelance English Language Teacher, Berlin, Germany**

* teaching English in schools and to private students from A1 - C1
* teaching business English
* preparing students for IELTS
* teaching courses for the employment office
* preparing a syllabus for employment office courses

**Additional Information & Skills**

* Advanced German, beginner Spanish, beginner Finnish
* Fluent in: Word, Excel, Powerpoint; SMARTBoard
* Current CRB

**Available immediately**