



TEACHER'S PROFILE

ENGLISH FOR INSURANCE PROFESSIONALS

A member of



Strategic partners:



Research/scientific partners:



Education

May, 2014

Bachelor of Arts (B.A.), English Language and Literature
Rutgers, The State University of New Jersey-New Brunswick

Experiences

Jun, 2013 - Aug, 2014:

ESL teacher
Lawrenceville, NJ

Sep, 2013 - May, 2014:

Teacher
APU International School

Sep, 2012 - Jun, 2013:

Site Coordinator
Princeton Young Achievers

May, 2011 - Jun, 2013:

Docent
Kidsbridge Tolerance Museum

May, 2012 - Aug, 2012:

Teacher
Institute of Reading Development

Volunteer Experience

Jan, 2013 - May, 2013:

Tutor
The English School of Lawrenceville

Jan, 2013 - Jun, 2013:

Creative Writing Teacher
Princeton Learning Cooperative

Skills & Job-related Experiences

Professionals Skills

- Outstanding teaching and training management skills
- Excellent presentation & communication, both written and verbal
- Strong leadership, persuasion & influencing skills
- Negotiation & problem solving
- Event organization
- Telephoning, teamwork
- Computer literacy (Excel, Word, Power Point, Outlook)

Job-related Experiences

- ▶ ESL teacher
 - Taught international high-school students in an American Culture and Language immersion summer camp
 - Practices inclusionary techniques while teaching students with different English levels ranging from low beginner to advanced, specializing in beginner education
 - Creates lesson plans that stress conversational English and TOEFL prep for classes of 10-40 students
- ▶ Site Coordinator
 - Managed the Littlebrook location of YMCA after school tutoring initiative for low-income elementary students
 - Directed staff and volunteers while recruiting new team members throughout the year
 - Developed close relationships with teachers, guidance counselors, case workers and parents to ensure student success

Hobbies

Listening to music, singing, travelling & exploring cultures, swimming & playing table tennis.

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References available upon requests



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Date of birth: March, 17th

References available upon requests

Education

July, 2013	TEFL Teaching English as a Foreign Language Certificate
Fall, 2011	U.S.-Brazil Higher Education Consortia Program Universidade Federal da Bahia (UFBA), Salvador, Brazil
Spring, 2011	Bachelor of Arts in Spanish Saint Cloud State University (SCSU), Saint Cloud, Minnesota
Fall, 2011	Bachelor of Arts in Travel and Tourism Saint Cloud State University (SCSU), Saint Cloud, Minnesota

Skills & Languages

Professionals Skills

- Outstanding teaching and training management skills
- Excellent presentation & communication, both written and verbal
- Strong leadership, persuasion & influencing skills
- Negotiation & problem solving
- Event organization
- Telephoning, teamwork
- Computer literacy (Excel, Word, Power Point, Outlook)

Languages

- English
- Vietnamese
- French

Experiences

June, 2011 – Present:	Freelance teacher of English Ton Duc Thang University	March, 2005 – Current:	Freelance database solutions developer Themexerience productions
Jan, 2011 – June, 2011:	Education and Training consultant ICAE	March, 2005 – March, 2006:	Project Development/ P.R CRCT group
Jan, 2010 – Jan, 2011:	Education and Training consultant Khai Minh H.R. Development Corp.	March, 2005 – March, 2006:	Digital workflow management Greg Johnson photography
Jan, 2008 – Jan, 2010:	Chief knowledge officer(CKO) Sao Viet Consulting JSC.	July, 2004 – Jun, 2005:	Freelance Digital imaging/ Design & Project Coord
July, 2007 – Dec, 2007:	Export coordinator/ P.R Thi Thi Trading	Oct, 1991 – Apr, 1992:	Export coordinator/ P.R Thi Thi Trading

Hobbies

Listening to music, singing, travelling & exploring cultures, swimming & playing bowling.



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▶ Personal information

Date of birth: Nov, 25th

References available upon requests

Education

May, 2014

PGDE (Secondary) in Art and Design
University of Strathclyde

May, 2013

BSc Digital Art with Networking
University of the West of Scotland

Experiences

May, 2014 – Present:

Esl teacher

Viet Anh School

Create lesson plans to teach non-native speakers to read, write and speak English. Introduce grammar, pronunciation and conversational skills. Prepare classroom and community activities in addition to arranging field trips, which allowed students to learn English in real life contexts. Develop students' abilities to read textbooks and write essays in English.

Aug, 2013 – May, 2014:

Substitute art teacher

Garrowhill Primary School

Carrying out the program of study prescribed in the lesson plans left by the classroom teacher for their arts program. Whilst creating a classroom environment that was conducive to learning and appropriate to the maturity and interests of the students guiding the students towards the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.

Skills & Job-related Experiences

Professionals Skills

- Communication
- Management
- Leadership
- Computing
- Administrative
- Organization
- Problem solving
- Decision making
- Interpersonal
- Creative
- Project planning

Job-related Experiences

▶ Department Supervisor

Hennes and Mauritz (May, 2012 - July, 2013)

- Organizing and managing of the day to day running of the department and help management in their responsibilities.
- Managing team and individual performance, identifying areas of the business that could do with improvement.

Activities

Glasgow schools rowing team administrator | Glasgow University Conservative Society | Volunteer at the GOMA museum.



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Date of birth: Jun, 08th

References available upon requests

Education

July, 2013

TEFL

Teaching English as a Foreign Language Certificate

Fall, 2011

U.S.-Brazil Higher Education Consortia Program

Universidade Federal da Bahia (UFBA), Salvador, Brazil

Spring, 2011

Bachelor of Arts in Spanish

Saint Cloud State University (SCSU), Saint Cloud, Minnesota

Fall, 2011

Bachelor of Arts in Travel and Tourism

Saint Cloud State University (SCSU), Saint Cloud, Minnesota

Experiences

English teacher

Nam Anh English Center, Hanoi

- Delivered 90 minute lectures from beginner to advanced to young learners and adults ages 8-50

VP Box, Hanoi

- Taught 45 minute classes to public schools with class sizes of 50 per class as many as 8 classes per day

Hanoi English Language Institute

- Gave 2 hour classes to adults ages 15-40 and performed music at a local event for HELI in order to promote business

Cover letter

Greetings,

I am writing this letter to express my interest in enhancing the quality, passion and energy of the staff in your school by working as a teacher. Being a born and raised American native English speaker with two college degrees and experience living, studying and working outside of the United States along with six months teaching experience in Hanoi, I recently spent time researching online and encountered the demand for teachers at your school. I have currently just arrived to Saigon and will be able to start employment immediately for your company. Due to my experience teaching English to non-native learners outside of the United States and within Hanoi, I can assure you that my skills and knowledge are perfect for this position and furthermore, have the ability to do this work with a professional attitude meanwhile incorporating an interactive and fun environment in the atmosphere. As my resume below indicates, I have experience teaching English to people of all ages in the following places:

Hanoi, Vietnam

Concepcion, Chile

Saint Cloud, Minnesota USA

Salvador da Bahia, Brazil

I can make arrangements to meet with you for an interview at your earliest convenience. In the meantime, if you are to have any questions I would be glad to answer them at my email address:

Genericpeterson@gmail.com

Sincerely,

Job-related Experiences

Tutor at St. Cloud State University (SCSU), Minnesota USA, Universidad de Concepcion (UdeC), Chile, Universidade Federal de Bahia, Brazil



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-yahoo.com.vn

► Personal information

Date of birth: 38

References available upon requests

Education

2000 - 2001	Diploma program in advanced TESOL conducted by the University of Canberra - Australia in cooperation with HCM University of Education
1998	Certificate of Achievement in Teaching English USA English Language Institute
1998	Certificate of Business Administration HCM City University of Economics
1997	B.A degree in English Language

Experiences

2013 - Present:	English teacher Duong Minh Language School
2010 - 2012:	English teacher LeeCam - Super Youth
2009 - 2012:	English teacher American Polytechnic College
2000 - 2008:	English teacher WEBLONDON Language School

Skills & Job-related Experiences

Professionals Skills

- Outstanding teaching and training management skills
- Excellent presentation & communication, both written and verbal
- Strong leadership, persuasion & influencing skills
- Negotiation & problem solving
- Event organization
- Telephoning, teamwork
- Computer literacy (Excel, Word, Power Point, Outlook)

Job-related Experiences

- 1998 - 2000 Planning Manager
VIF - Industrial Furniture Co., Ltd
Main activity: Producing wooden furniture
 - Set up production schedule
 - Control material purchasing and stock
 - Deal with customers
- 1997 Assistant Manager/ Interpreter
Lucky Toy International Corp
Main activity: Producing soft toys for export
 - Market research
 - Managed production operations
 - Supervised import - export and foreign trade
 - Interpreted and translated for CEO

Hobbies

Listening to music, singing, travelling & exploring cultures, swimming & playing bowling.

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Personal information

Date of birth: July, 29th

References available upon requests

Education

2013	Graduate Diploma in TESOL Ho Chi Minh City Open University
2013	Certificate of GSP1 Management Training Global Leadership Institute - FedEx Express
2010	International Certificate of English Language Teaching Camosun College, Canada
2005	Master of Business Administration CFVG (Centre Franco-Vietnamien de Formation a la Gestion)
2002	BSc in International Economics Foreign Trade University
1990	B.A in English Ho Chi Minh City University

Areas of Expertise

- Corporate/ Business Strategy
- Customer Services
- Customer Relationship Management
- Corporate Culture
- Project Management
- Culture in Doing Business
- Sales Promotion
- Operational Behavior
- Leadership Skill
- Communication Skill
- Business English Language
- Express Courier Services
- Postal Services

Experiences

June, 2013– Present:	Member of Board of Management FUTA Express Company
Jan, 2013 – May, 2013:	Business Development & Training Manager Seabome - FedEx
2011 - 2012:	Lecturer at Institute of Accounting & Business Management
2010 - 2013:	Corporate Coach Dale Carnegie Vietnam
2009 - 2013:	English teacher University of Science Society & Humanities
2009 - 2013:	Lecturer at Foreign Trade University, CFVG, Hoa Sen University, Saigon Tech University

2007 - 2012:	Deputy General Director DHL - VNPT Express Ltd.
2006 - 2007:	English teacher Vietnamese American Training College
2001 - 2006:	General Manager of DHL Division Ho Chi Minh Post & Telecommunications
1997 - 2000:	Postal Expert, Postal Department Ho Chi Minh Post & Telecommunications
1994 - 1996:	General Director Saigon Business Center
1988 - 1993:	Professional officer, Postal Department Ho Chi Minh Post & Telecommunications

Hobbies

Watching TV, Reading books & magazines, Listening to the music, Cooking, Travelling, Playing tennis



Education

July, 2005	Graduated the TESOL Course from Global TESOL (International English Teaching License)
Sep, 1996 - 2000	B.A Degree in Business English HCMC University of Technology
Oct, 1995 - Feb, 1997	Student at Computer Science Foreign Language & Business Administration school

Experiences

Aug, 2000 - Present:	English teacher UNESCO, StudyLink International
Aug, 2000 - Present:	English teacher VATC, Lotus University, CleverLearn Vietnam
2006 - 2007:	Interpreter and translator Damool construction company
2000 - 2005:	Administrator Studies Department of VATC
2000 - 2002:	English Speaking Club Founder American Polytechnic College

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Date of birth: Aug, 10th

References available upon requests

Skills & Job-related Experiences

Professionals Skills

- Outstanding teaching and training management skills
- Excellent presentation & communication, both written and verbal
- Strong leadership, persuasion & influencing skills
- Negotiation & problem solving
- Event organization
- Telephoning, teamwork
- Computer literacy (Excel, Word, Power Point, Outlook)

Job-related Experiences

- **Academic & Administration**
 - Developed and managed English-for-Specific-Purposes (ESP) program including choosing textbooks, composing syllabi & testing guidelines, designing test papers, scoring tests,..
 - Coordinated student activities including extra-curricular, internship.
 - Advised students on career and academic issues
 - Recruited & trained English teachers (both Vietnamese and native speakers)
 - Other miscellaneous tasks: writing PR articles on school's website, designing test papers,..
- **Translation and interpretation**
 - Translating school documents (curriculum, ads, reports etc.) from English into Vietnamese and vice versa.
 - Interpreting (seminars, conferences, meetings, etc.)

Hobbies

Listening to music, singing, travelling & exploring cultures, swimming & playing bowling.



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References available upon requests

Education

2006	M.A in TESOL Victoria University
2004	Diploma in TESOL SEAMEO
1993	B.A in English Can Tho University
2010	Certificate, Leadership for Midlevel Leaders Leader Training & Consulting

Experiences

July, 2012 – Present:	Project Coordinator EMG Education
Apr, 2009 - 2012:	Principal AVS International Language School
2009 - 2011:	Teacher of English Vietnamese American Training College (VATC)
2005 - 2007:	Teacher of English University of Technology - HCMC
1995 - 2003:	Teacher of English College of Economics, HCMC

Skills & Job-related Experiences

Professionals Skills

- Outstanding teaching and training management skills
- Excellent presentation & communication, both written and verbal
- Strong leadership, persuasion & influencing skills
- Negotiation & problem solving
- Event organization
- Telephoning, teamwork
- Computer literacy (Excel, Word, Power Point, Outlook)

Job-related Experiences

- Project Coordinator for EMG Education
 - Observing classes to assess English teachers (Foreign teachers) and help them improve in their teaching
 - Designing courses and choosing materials for different levels of the project
 - Editing tests designed by staff
 - Providing support to students
 - Consulting the Academic Department of E M G Education about the curriculum
 - Translating some supplementary materials from Canadian, American books into Vietnamese for the Director's reference
- Principal for Australian American Vietnamese International Language School (AVS)
 - Recruiting Vietnamese and foreign teachers
 - Having parents' meetings and dealing their problems
 - Designing courses and choosing materials for different courses at the AVS primary school and AVS kindergartens

Hobbies

Listening to music, singing, travelling & exploring cultures, swimming & playing bowling.



I am a highly motivated English teacher, an online learning enthusiast, and director of my own software company. Applying educational knowledge and information technology in innovating teaching and learning would always be my life-time passion and aspiration.

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► Personal information

Date of birth: Nov, 22nd

References available upon requests

Education

2013 - 2014	Master of Business Administration (M.B.A.) UBIS University Geneva - Switzerland
2012 - 2013	Certified Trainer, Negotiation Skills in Labor Relation (TOT) DECP Project from The Netherland
2012 - 2013	Certified Trainer, Start-up Business (SIYB) ILO Project
2003 - 2007	Bachelor of Arts (B.A.) - ESL Language Instructor Ho Chi Minh City University of Education

Experiences

Dec, 2014 – Present:	Business Owner - Director VEP Co, Ltd
Jan, 2011 – Present:	Business Owner - Director Viet Spirit Co, Ltd
March, 2010 – Dec, 2010:	Web developer & Online marketing specialist Asco Lotus Vietnam
Jan, 2009 – Oct, 2009:	Business Owner - Manager Tinh Hoa English Language School
Sep, 2007 - March, 2009:	Lecturer of English & Director assistant HCM City University of Technology

Skills & Job-related Experiences

Professionals Skills

- Setting up Video conferencing system
- Web development with Drupal, Wordpress, and Joomla
- Graphics design with Photoshop and Illustrator
- Teaching English as a second language
- Teaching Vietnamese to Foreigners
- Certified trainer of Negotiation skill & Business startup
- Team leadership
- Software project management
- Persuasive presentations

Job-related Experiences

► Business Owner

Jan, 2011 – Present Viet Spirit Co., Ltd.

My responsibilities include general management, and recruiting and training new staffs for my company. In addition, as a manager of a young company, i am also in charge of making business strategy, managing core projects and marketing company's services
Here are some core projects of the company:

YeuAnhVan.com - A free English learning website for Vietnamese students

EcoEdu.vn - A Highly Interactive Online Learning System

AscoLotus.com.vn - Ascolotus Travel Management System

ModernVietnamese.com - A Website for Learning Vietnamese Language

Hobbies

Listening to music, singing, travelling & exploring cultures, swimming & playing table tennis.



To inspire my students and help them obtain what is needed in English learning and apply it to their real-life situation in the most effective way.

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► Personal information

Date of birth: Sep, 30th

References available upon requests

Education

2014 - Now	Master of Education with a major in TESOL University of Southern Queensland
Nov, 2010	IELTS 7.0 Certificate British Council
2007	TOEIC 945 ETS
2004 - 2008	Bachelor's Degree in English Language Ton Duc Thang University

Experiences

2012 – Now:	Freelance teacher of English International Education Institute - IEI
2011 - 2012	English teacher, English Zone Lotus University
2011 - 2012	English teacher FPT University
2008 - 2011	English Teacher Elite English Language School

Skills & Job-related Experiences

Professionals Skills

- Outstanding teaching and training management skills
- Excellent presentation & communication, both written and verbal
- Communicative approach applied in real-time teaching
- Professional lesson planning
- Specific knowledge of approach to the teaching of English as second language
- Computer literacy (Excel, Word, Power Point, Outlook)

Job-related Experiences

- Administration
 - Daily monitoring students' studying process.
 - Consulting students and parents on curriculum.
 - Preparing materials for administration work (Log Book, Admission Slip, Hall Pass, etc.).
 - Assisting in the preparation of materials or teaching activities.
- Translation and interpretation
 - Translating school documents (curriculum, ads, reports etc.) from English into Vietnamese and vice versa.
 - Interpreting (seminars, conferences, meetings, etc.)

Hobbies

Currently include

Music

Movie

Soccer

Music, Movies, and Soccer.

Have been an American country music singer for years.

Have watched a lot of American films, which helps effectively in learning and teaching pronunciation and real-life English.

Twice a week.



Education

2010 - 2013	MBA Ho Chi Minh City University of Technology
2004 - 2008	Bachelor of English Ho Chi Minh City University of Pedagogy
2001 - 2004	Talented Student (Binh Thuan Province) Tran Hung Dao High School

Experiences

Sep, 2010 - Present	International officer HCMC University of Technology
<ul style="list-style-type: none"> - Maintaining relationship with partner Universities and Institutions - Consulting students and lecturers in preparing scholarship applications - Translating documents into English and Vietnamese - Interpreting in seminars, conferences, meetings, ... - Writing speeches, letters, PR articles for the University - Other administrative tasks 	
July, 2008 - Aug, 2010:	Freelance English teacher HCMC University of Technology
<ul style="list-style-type: none"> - Teaching English for students of HCMC University of Technology (HCMUT) - Teaching TOEIC at the Foreign Language Center of UCMUT - Teaching Communication Skills and Management skills at the school of Management - HCMUT 	

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Date of birth: Oct, 20th

References available upon requests

Skills & Job-related Experiences

Professionals Skills

- Competent in teaching, training and coaching
- Proficient in lesson planning
- Knowledgeable about research methodology
- Competent in English and Vietnamese
- Good interpersonal and intrapersonal skill
- Proficient in presentation and communication
- Competent in using software: MS Word, Excel, Powerpoint, SPSS, MS Project, ..

Job-related Experiences

- **Freelancer**
 - Translating books (from English to Vietnamese)
 - Writing blog articles (both English and Vietnamese)
- **International officer**
 - Being coordinator and secretary for some international projects
 - Organizing seminars/ meetings/ conferences/ business trips

Hobbies

Reading books (everyday), travelling, watching movies,
Walking, yoga, ...



**HỘI KHOA HỌC KINH TẾ VÀ QUẢN LÝ THÀNH PHỐ HÀ NỘI
VIỆN NGHIÊN CỨU QUẢN LÝ VÀ PHÁT TRIỂN DOANH NGHIỆP**

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