

CURRICULUM VITAE for ANNA MURRAY

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EDUCATIONAL QUALIFICATIONS

BA in Arts and Philosophy: University of Stirling, Scotland, UK (1995-1999)
International TEFL Certificate International TEFL College of Ireland, Dublin 2, Ireland.
(Oct 2002 – Dec 2002)
Cambridge CELTA Certificate. University of Glasgow. Scotland, U.K. (Jan 2014 - March 2014)

GENERAL BACKGROUND

I am a 36 year old native English speaker with a degree from a Scottish University, an International TEFL qualification and a Cambridge CELTA certificate. Over the past 11 years, (since March, 2003), I have worked and travelled extensively in South and Central America. More recently, I have travelled in Thailand, Cambodia and Laos. I am fluent in Spanish at an operational level.

I have wide and varied experience of teaching English, having held senior posts of responsibility in Language institutes in Bolivia, Ecuador, Colombia, Costa Rica, and Mexico. More recently, I have taught in the United Kingdom, Africa and Japan.

In areas where there have been no teaching opportunities, I have worked in a variety of other fields including hospitality, making and designing costume jewelry, bridge construction, landscaping swimming pools, preparation of real estate for sale, setting up exhibitions, building construction and painting. I have also managed restaurants and have run my own small beach cafe business. I feel that both the travel and the diversity of employment experience have been of great personal benefit and have given me an opportunity to develop a wide range of interpersonal and practical skills, which I have been able to use in teaching situations

I enjoy yoga, keeping fit and I am also a fully licensed SCUBA diver. I also enjoy travelling, meeting new people, photography, reading, cycling and playing sports.

PROFESSIONAL WORK EXPERIENCE

November 2013 - Present day: GLASGOW CLYDE COLLEGE, Anniesland, Glasgow SCOTLAND.

Teaching English at all levels from Basic Literacy to Upper Intermediate levels.

Classes focus on all disciplines and students are mainly refugees and asylum seekers from many different countries and foreign students wishing to learn English. Classes are taught in the college and in the community.

May 2013 - August 2013: KYORITSU WOMEN'S UNIVERSITY, Tokyo, JAPAN

Employed by Westgate Corporation on 3 month contract to teach English (advanced level) to undergraduate students in different disciplines at Kyoritsu Women's University, Tokyo, Japan

October 2012 - March 2013 Glasgow. UNITED KINGDOM

Teaching English to private clients in preparation for IELTS Examination.

December 2010 - July 2012; Puerto Viejo, COSTA RICA

Teaching English privately to small groups and individuals and running my own small beach cafe business:

August 2010 - October 2010: RWAZA PRIMARY & SECONDARY SCHOOL Rwaza , Rwanda, AFRICA

Delivering Intensive English course to teaching staff and teaching primary and secondary school children.

Designed course for primary and secondary school teachers (intermediate level) to help them teach subjects in English (following change of official language in Rwanda from French to English)

Also, beginner level conversation and basic English grammar and pronunciation to all school ages using my own resources, pictures and games to stimulate wide range of primary and secondary school children in large classes.

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July 2009 - December 2009: CARDONALD COLLEGE, Mosspark Drive, Glasgow G52 3AY, UNITED KINGDOM
Teaching English to Refugees and Asylum Seekers

Teaching adults at elementary and intermediate levels. Courses based around Health and Healthcare involved conversation, debate, grammar, reading and listening. Students were asylum seekers and from a mix of many different countries.

Teaching Adults with Supported Learning needs

Teaching adult literacy and SQA units to students, both college based and in the community.

February 2008 - August 2008: MAYA SPA, Tulum, Yucatan, MEXICO

Teaching health resort staff English / translation work for hotel clients

Organising and designing English teaching programme for staff of 150 resort employees; administering placement tests, creating relevant courses for each hotel department using own resources (beginner to intermediate).

August 2007 - January 2008: WALL STREET INSTITUTE, Merida, Yucatan , MEXICO.

Teaching English to businessmen and students.

Group and individual classes; guiding students through a computer based English language programme; teaching grammar, listening, writing, reading and speaking at all levels; giving student placement exams; class scheduling.

August 2006 - January 2007 : EUROPEAN ACADEMY, San Jose, COSTA RICA

Teaching English to students at the European Academy of languages.

Teaching group classes at all levels of English from beginner to advanced. Classes concentrated on spoken English and conversation but also included all aspects of grammar and written work. Coursebook and own resources.

March 2006 - August 2006 : UNITED NATIONS, Parque Nacional Isla Del Coco, COSTA RICA

Designing, organising and implementing Teaching English programme for Park Rangers on Cocos Island (World Natural Heritage site- UNESCO 1997).

Living and working with Rangers, teaching English through set classes (Individual and group, beginner to intermediate) in the context of daily island activities so English was related to their specific professional skills, expertise and responsibilities .

September 2005 - March 2006 : SOLUCIONES IDIOMATICAS San Jose, COSTA RICA.

Teaching English to business executives throughout San Jose.

Teaching business executives in company offices (beginner to advanced). Grammar, writing skills, speaking, reading/ listening exercises. Focus on Business English. Clients included United Nations and Kimberly Clarke.

January 2005 - July 2005: CENTRO COLOMBO AMERICANO, Calle 25 (4-40), Santa Marta, COLOMBIA

Teaching English to students in Colombo Americano and final year law students in University of Santa Marta.

Group and individual classes (beginner to advanced-including undergraduates). Coursebook and my own resources (games, music, debates etc). All aspects of English: grammar, listening, reading, writing, comprehension, conversation.

June 2004 – January 2005: WALL STREET INSTITUTE Orellana y 10 de Diciembre , Quito , ECUADOR:

Teaching Location Baños, Ecuador Position: English Teacher/ Service Manager:

Setting up new language school in Baños and teaching and managing academic activities of school.

Recruitment and organisation of initial student base. Planning and scheduling classes. Teaching students at all levels, from beginner to advanced, in group and individual classes. Using and guiding students through a computer based English teaching program. Data entry and statistics management. Organizing school activities and outings.

Feb 2004 – June 2004: WALL STREET INSTITUTE Orellana y 10 de Diciembre , Quito , ECUADOR

Teaching Location: Lago Agrio, Ecuador Position: English Teacher/ Supervisor

Sole teacher responsible for supervising and teaching English to more than 90 adult workers in Schlumberger Oil Company base in Lago Agrio, through classes/ tutorials and computer-based English teaching programme.

Planning and scheduling classes. Teaching and supervising adult learners at all levels, (beginner to advanced.)

June 2003 – December 2003: PAN AMERICAN ENGLISH CENTER Avenida 16 julio No 1490, Avenida 7mo. Piso, La Paz, BOLIVIA Position: Academic coordinator / English Teacher.

Group and individual classes (Beginner to Graduation). Updating and improving examinations and coursebooks. Interviewing and hiring new teachers. Developing placement exams, teachers' workshops and in-service development. Dealing with student / teacher issues.