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**Janice Trainor**

42 Meadowbank Place, Belfast, BT97FF

To Whom it May Concern,

Throughout the past five years, I have been travelling extensively and working throughout Asia and Australasia. The skills and experiences I gained were both priceless and invaluable. I am ambitious, determined, courageous, confident, gained perspective and realised that anything in life is achievable. I have always been passionate about teaching, I relish the chance to make a difference in a student’s life and I am fervent in shaping someone’s live through education and learning. I enjoy the challenging nature that comes with teaching and I want to inspire and encourage those to achieve their potential.

I had the absolute pleasure in Teaching English in Seoul from 2010-2013 to a wide variety of students, from kindergarten through to adulthood. This experience confirmed my love for teaching and equipped me with a desire to develop these skills further for my career. I gained so much from just a few years experience. As well as teaching students, they also taught me in a number of ways. I learnt a lot about myself and feel that I grew as a person. I am committed and dedicated and always give 100% to every task I complete. I completely appreciated Korean culture, language, food and people and loved every minute of it. I am excited about a new challenge, school and students and want to pass on my skills and attributes to the next generation of Korean students.

I am educated with a Bsc (HONS) Sport, Health & Exercise degree. Whilst at university, I took on leadership and teaching roles, as I was coach and captain for my University Sports team. I feel very comfortable in this role and feel that self-development is as important as teaching others. Thus I am constantly researching and developing new techniques that will improve myself and thus have a positive effect on others.

Since returning home from Korea, I have since realized that teaching is the career I want to pursue and I am wholeheartedly determined and committed to this career.

I would like to thank you for taking the time and considering myself for this position and look forward to hearing from you.

Kindest Regards,

Janice Trainor

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**Personal Summary**

Highly competent, confident and motivated individual educated in Sport, Health & Exercise. Experienced in teaching English as a second language. Well versed in working in fast-paced environments, combining multiple tasks at one given time, encouraging and motivating students, collaborating with colleagues and parents alike. Extremely keen on personal development through contained learning and education.

**Key Competencies**

* Maintains a professional attitude at all times
* Possesses excellent communication and organizational skills
* Establishing and building excellent working relationships and rapport with colleagues, co-teachers, parents and students alike.
* Able to effectively work as part of a team
* Excellent patience and time management skills

**Areas of Expertise**

• Co-ordinating and collaborating with co-teachers and parents

• Planning and implementing lesson plans

• Motivating and encouraging individuals

• Initiating and developing events with schools

• Evaluating and monitoring progress

**Professional Qualifications**

• TEFL Certified

• Athletics coaching Level 1 & 2

• Active IQ Gym Instructor Level 2

**Academic Qualifications**

*• St Louises Comprehensive College* **A Levels**

*468 Falls Road, Belfast, BT12 6EN* Sports Studies (B)

Sociology (B)

History (C)

*• University of Abertay, Dundee* **Bsc (HONOURS)**

*Kydd Building, Bell Street, DD1 1HG* Sport, Health & Exercise (2:2)

**Career History**

* *Danske Bank* **Banking Officer**
* *Tutoring Solutions* **Personal TEFL Tutor**

*Belfast* August 2013 - Present

**Duties and Responsibilities**

Since returning home from Seoul, I have been working as part of a team in a busy, demanding and leading bank within the UK. This position involves me to work under pressure and towards deadlines. It involves giving advice, taking leadership and working towards particular goals.

I have also been tutoring English one on one to student’s part time. This position involves lesson planning, encouraging and progressing students abilities, whilst constantly building their confidence. This role requires conversational English, role play, listening, and essay writing. This is a challenging role and one that I thoroughly enjoy.

*• Igeam English School* **TEFL Teacher**

*Seoul, South Korea* January 2012 – February 2013

**Duties and Responsibilities**

I was responsible for planning, preparing and executing lesson plans to kindergarten students, which typically included role play, audiovisual aids, dialogues and language games. Typical class management and organization was also involved. Marking and providing daily, weekly and quarterly feedback on behaviour, oral and written work to various students. Participating in marketing events, such as open days. Skills gained: communication, teamwork, inter-personal skills, leadership, management, confidence, and creative thinking skills.

*• Avalon English Academy Ltd.* **TEFL Teacher**

*Seoul, South Korea* August 2010 – January 2012

**Duties and Responsibilities**

This role involved executing lesson plans to a wide range of students, such as kindergarten, middle school, and high school students. Initiating, organising and getting involved in curricular and extra- curricular activities within the school, such as sports days, competitions, annual concerts, and market days and also weekly excursions. Preparing and carrying out and marking phone counselling, oral and written exams. Devising and producing new materials, themes, and projects. Giving feedback to co-teachers, and parents weekly. I also contributed and attended training sessions for developing my existing skills. Skills gained: communication, using initiative, leadership, teamwork, confidence, organisational, and time management.

**Hobbies & Pastimes**

My enthusiastic nature motivates me to try all things new, I enjoy many adrenaline sports, such as wake boarding, bungy-jumping, mountain biking, white water rafting and kayaking. I am a keen runner, who regularly trains and partakes in races. I recently completed the Belfast City Marathon in 2014. I am passionate about hiking and regularly hike across the various mountains in Ireland. I enjoy the challenging and motivational nature of hiking. I am a keen amateur photographer, and photography is one of my passions. I enjoy travelling and capturing images. I also enjoy cooking and trying unique cuisines.

***References available on request***