

# EDWARD STALLEY

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## EDUCATION & QUALIFICATIONS

<b>ATSQA Certified Tester, Foundation Level</b> Completed with a test score of 90%	<b>2022</b>
<b>Japanese Language Proficiency Test N2</b> Business level	<b>2020</b>
<b>Kyoto Institute of Culture and Language</b> Japanese Language Studies	<b>2018 - 2020</b>
<b>Cambridge University Accredited CELTA</b> Teaching qualification	<b>2016</b>
<b>Bachelor of Arts in Film &amp; Theatre (2:1)</b> Trinity College Dublin	<b>2008 - 2011</b>

## KEY SKILLS

**Javascript • HTML • CSS & Tailwind • React • Next.js • MySql • Node.js**

- ❖ **Attention to Detail:** Gained through editorial work involving critical assessment of staff output, writing of lessons and curricula as well as safety preparations in rock climbing
- ❖ **Planning & Organisation:** Logical and procedure-orientated abilities, developed through lesson planning and curriculum management; preparation and execution of open-sea boat tours and kite-surfing expeditions
- ❖ **Communication & Relationship Management:** Team player with excellent verbal and communication skills developed through moderating classes of 15+ participants, mediating and leading meetings with staff, and many years of client facing and team-based positions
- ❖ **Problem Solving & Critical Thinking:** Collected, analytical, and decisive in response to crises, client concerns, and day-to-day problems

## WORK EXPERIENCE

<b>English Buffet Language School – Kyoto, Japan</b> Head Editor (Sep 2021 – Present)	<b>Sep 2020 – Present</b>
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### **Responsibilities:**

- Amend and approve lessons once they meet the required quality standard
- Find and fix inconsistencies and errors in all English lessons written and produced by the school
- Hold meetings to review lesson progress, edits, reworks and discuss student satisfaction and feedback
- Assess and ensure material is both culturally appropriate and sensitive toward students' needs and beliefs
- Ensure that lesson design and content is at a level appropriate for the intended students' abilities
- Decide whether the right lesson is being written and ensure it fulfils its objective and meets students' needs
- Research and check lessons adhere to style guidelines and are consistent with specific regional rules
- Develop classes and identify gaps in the curricula, then edit and amend them to improve overall quality
- Utilise Excel to track lesson progress within the pipeline so that deadlines are met

- Collaborate and communicate daily with writers to improve lesson quality and student satisfaction
- Translate English to Japanese in lessons that apply dual language learning
- Interview and assess prospective teachers applying for positions within the company
- Assess and delegate writing and teaching duties to staff based on their interests and strengths

### Key achievements

- Consistent performance bonuses based on student feedback and satisfaction metrics
- Commended for improving teaching methodologies and lesson quality
- Since taking on editorial and quality control responsibilities student numbers and retention have both been trending upwards

Teacher (Sep 2020-present)

### Responsibilities:

- Write and develop a range of lessons targeting specific aspects of the English language
- Manage classes of up to 7 participants utilising both English and Japanese
- Write lesson plans and step-by-step processes for efficient class flow and time management
- Act as a mediator and moderator between students of different backgrounds, cultures, and age groups
- Train, observe, and mentor new teachers in teaching techniques, class management and lesson writing
- Support students with a range of needs including impaired vision and hearing
- Correct and review submitted assignments with personalised feedback and follow up discussions

Self Employed English Language Teacher – Kyoto, Japan

Sep 2018 – 2020

Teacher (private groups, 1-to-1 lessons, consultant)

### Responsibilities:

- Identify and prioritise individual students' wants, strengths and weaknesses, and develop classes accordingly
- Develop and create classes utilising digital platforms and services including Google Classroom
- English language consultant to Japanese businesses in the hospitality sector: designing workshops, utilising role-play, and training employees
- Review assignments and tailor-made exercises with students
- Real-time online written and documented feedback to focus on mistakes from grammar to pronunciation
- Implement data from notes and feedback to create lessons and points of focus for study

Additional Work Experience & Key Skills

2012 – 2018

Positions in Japan, Tonga, New Zealand, as well as Ireland, while pursuing personal interests in various countries

- Gained a high level of interpersonal, customer service, and organisational skill whilst working in teaching and hospitality roles including, schools, arthouse cinemas, cafes and bars, and guesthouses and hotels in both Ireland, Japan, and Okinawa
- Learned to be resilient, flexible, and independent on a solo expedition – cycling and camping over 5000km through Japan and South Korea
- Developed an understanding and respect for teamwork and collaboration in stressful environments whilst pursuing rock climbing in Thailand and New Zealand, and working as a boat pilot at a kite surfing resort on a remote Tongan island

## INTERESTS

❖ Rock climbing , Cycling, Film, Videogames, Music , Hiking, Web Design