**Tomas James Murphy**

D.O.B: 13th October 1989

25 St Helens Road, Leamington Spa, Warwickshire

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**Achievements and Skills:**

* CELTA Qualification **–** initial qualification to teach English as a foreign language
* Experience of English Language teaching with adults and children from my CELTA training and work with the Heart of England Language School
* Leader of field trips and tours with foreign students
* Excellent working knowledge of Microsoft Office
* Full, clean UK driver’s licence
* Spanish to A-Level standard with good understanding at conversational level
* Experience of adapting to new and pressured situations both at work and University

**Education**:

**Trinity Catholic School** 2001-2008:

11 A-C grade GCSEs: 2A\*s, 7As, 1B, 1C

3 A Levels: History – B, Spanish – B, English Language – B.

**University of Sussex** 2008-2011:

BA Honours Upper Second Class (2:1) in Contemporary History and Politics.

**Warwickshire College** September – December 2011:

CELTA qualification with 6 hours of teaching to adults.

**Employment History:**

**Kantar Operations – telephone interviewer**: October 2006 – September 2008

I worked at Kantar Operations as a telephone interviewer where I carried out market research interviews for banks and other organisations with their customers over the telephone. The job required excellent communication skills along with politeness. High levels of concentration and the ability to listen attentively and record efficiently what was being said.

**The Shakespeare Spit Roast Company**: June 2009 – Present

The Shakespeare Spit Roast Company caters for a number of different events such as private parties, weddings and festivals. I have had various different roles such as preparing and serving food, formal waiter work and work behind the bar at a number of different events.

**The Heart of England Language School**: June 2011 – Present

At The Heart of England Language school I have had the opportunity to assist in English Language lessons and field trips with children from all over the world. My responsibilities have included leading small groups of children and young adults, helping them with their English language learning both inside and outside the classroom, and generally being available for any questions and queries they may have had.

**Gap, Sales Assistant**: September 2011 - Present

Working in retail has developed my communication skills as well as increasing my confidence in socialising with new people. I was responsible for till work, stock control and customer service. These roles have increased my understanding and contribution to working as part of a team and also using my initiative to work independently.

References: Available on Request.