**Angela Kuti**

Nationality: Australian

Email: angela.kuti@gmail.com

Telephone: 51159790

Address: Av. Irarrazaval 1745, Ñuñoa.

I am a highly motivated professional who is seeking work as a teacher of English language within a Chilean organisation. This opportunity would allow me to expand on my teaching abilities and develop further, the skills acquired in Australia.

I am a native English speaker and a qualified teacher in Teaching English to Speakers of other Languages (TESOL). I believe that I possess the required skills to prepare and enhance the knowledge of a student in speaking, reading, writing, listening and understanding the grammar of the English language.

In recent years, I have developed strong expertise in the area of business, particularly finance and retail. My specific skills include customer communication, quality of service and giving further support and advice in the areas of finance.

I believe both my professional and personal values such as reliability, motivation, flexibility; effective communication skills, leadership, teamwork and passion for education make me the ideal teacher for your organisation.

**EDUCATION**

2011- 2012 **Certificate IV TESOL** (Teaching English to Speakers of Other Languages) Language Training Institute/ The Spanish Cat Language School

Melbourne, Australia

2008-2011 **Bachelor of Business (Majoring in Banking and Finance)**

University (City Flinders)

Melbourne, Australia

**EMPLOYMENT HISTORY**

**May 2012 – June 2012 - TEACHING ENGLISH AS A SECOND LANGUAGE**

Student Teacher ELICOS (English Language Intensive Course for Overseas Students)

Melbourne, Australia

**Responsibilities:**

* Conduct a class from a variety of linguistic and cultural backgrounds
* Organise and form relevant lesson plans for students of different levels of English
* Complete skill lessons for reading, writing, listening and speaking
* Teach a grammar, spelling and pronunciation rule
* Construct assessment tasks for students
* Supervise and assist students with difficulties with the English Language

**Achievements:**

* Increased student proficiency in four main language skills
* Success in improving the level of English to the students who were struggling
* Improved student understanding of irregular grammar rules
* Classroom management and time management
* Build a rapport with students and teaching staff

**PROFESSIONAL EMPLOYMENT HISTORY**

**February 2012- July 2012 – DIANA FERRARI**: *Sales Assistant (Melbourne, Australia)*

**Responsibilities:**

* Sales and Customer Service.
* Opening and Closing the store.
* Working with KPI’s
* Stock handling, including restocking, stock take and ordering of stock.
* Dealing with customer enquiries and complaints.
* Cash handling, including calculating end of day takings and banking.
* Visual Merchandising of store and windows including displays and signs.

**January 2011- February 2012- JOE’S SERVICE CENTRE:** *Administration Clerk*

**Responsibilities:**

* Invoicing
* Accounts payable and receivable
* Coordinating and conducting staff meetings
* Customer service
* Liaising with suppliers
* Dealing with incoming calls and queries
* End of day procedures and banking
* Assisting in the preparation of training materials
* Organise and communicate with team members

**July 2009- March 2011 VISION CONSULTING GROUP PTY LTD:** *Office Administrator*

**Responsibilities:**

* Creating and updating letters, report templates, as well as other manuals and tools in Microsoft office
* Liaising with Clients and handling client concerns
* Providing partners with management reports relating to debtors and debt recoveries
* General reception and administration duties including organising appointments
* Invoicing and issuing statements
* Maintain Vision Consulting Groups MYOB files accounts receivable and payable
* Maintaining and administering the team and client referral system
* Lodging tax returns and quarterly GST
* Reconciling Petty Cash
* Participating in regular staff meetings regarding general practice and marketing

**LANGUAGES SPOKEN**

English: Excellent level in all skills (first language)

Hungarian: Excellent level in all skills

Spanish: Intermediate level in all skills

**REFEREES**

Justine Vincin

justine.vincin@gmail.com

Certificate IV in TESOL Trainer/Assessor,

The Spanish Cat Language School. Melbourne, Australia

Victor Alvarez

Victor.alvarez21@hotmail.com

Advanced Diploma of Business “Tourism and management” Melbourne Australia

Administrative Assistant in Marketing, Casino Enjoy