**Marie Anne Dowd**

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Highlights of Qualifications:

* Skilled at prioritizing and completing deadline sensitive tasks efficiently.
* Excellent interpersonal skills; can easily establish and maintain rapport with students in groups and private lessons.
* Ability to use numerous teaching methodologies: role-play, language games and dialogue methods.
* Great knowledge of English grammar, linguistics and literature, as well as a passion for languages and teaching.
* Excellent communication skills; both written and verbal whereby I can easily simplify quite complex ideas.
* Effective problem solving and negotiation skills.
* Skilled in researching, planning and delivering lessons.
* Knowledge of Microsoft Word, Outlook, PowerPoint, and Adobe Indesign.

Education:

May 2012 **International House, Dublin, Ireland.**

* Completed a Certificate in English Teaching for Adults (CELTA).
* Taught at upper intermediate to advanced level, as well as pre-intermediates.
  1. **University of Limerick, Ireland.**
* Graduated with Masters of Arts in Journalism with first class honours.
* Studies included: News writing, features writing, investigative journalism and shorthand.
  1. **University College Cork, Ireland.**
* Graduated with Higher Diploma Arts in English Literature with first class honours.
  1. **National University of Ireland, Galway.**
* Graduated with Bachelor of Science in Chemistry with second class honours.
  1. **Mean Scoil an Leith-Truigh, Kerry, Ireland.**
* Graduated with honours Leaving Certificates in Languages and Science (High school equivalent).

Work Experience:

2010- 2011 **Executive Assistant, YMCA, Vancouver.**

* Executive Assistant to the Vice President of Funds Development.
* Researched and compiled reports on community foundations.
* Events coordinator for fund raising initiatives including an Art Unveiling attended by over 300 patrons, Healthy Kids Day and donor events.

May-July 2010 **English Teacher. Oadae Grammar School, Korea.**

* Prepared lesson plans and class projects for several intensive classes daily.
* Analysed and examined individual student’s ability and adapted curriculum to communicate effectively with them.

May-July 2009 **Journalist. Kerryman Newspaper, Tralee, Kerry, Ireland.**

* Researched and reported newsworthy stories.
* Interviewed locally and nationally (by telephone and in person).
* Proofread and sub-edited raw articles.

2006-2007 **English Teacher. Hanyang University, Seoul, Korea.**

* Prepared lessons, presented information effectively and coordinated classes.
* Worked with individual and groups, from kindergarten to university levels.

June-August 2004 **Research Project Assistant. PUCRS, Porto Alegre, Brasil.**

* Researched, prepared and carried out experiments in laboratory.
* Recorded, collated and interpreted results.
* Proofread confidential, scientific papers prior to publication.

Achievements and Interests:

* Short listed for Fulbright’s ‘Study of the United States Institute on Journalism and Media’ 2009.
* Selected by the International Association for the Exchange of Students for Technical Experience (IAESTE) to take part in exchange programme.
* Assistant editor for University publication; duties included sub-editing, people management and tendering and proposing work.
* Interests include reading, writing, surfing, snowboarding, and pilates.

References:

Available upon request.