

PAUL NILAND

COMMUNICATION

+84 932 069 891

paul@niland.tw

2023

Dear Hiring manager(s),

With a number of years' experience, skills, and qualifications I will be an asset to your team, and to the wider company.

I've built my career in a variety of roles and industries. I am very used to and sincerely enjoy wearing many hats. I enjoy working in collaboration with colleagues from numerous departments as this gives me the opportunity to grow and learn as an individual as well as a professional. I find this applies even more so in international environments.

I have often been asked to be the sole gatekeeper for international communication requiring me to be both flexible and responsive,

I am excited at the opportunity of being involved in your organization, and I would enjoy meeting with you to discuss this opportunity. I appreciate your consideration and look forward to hearing from you.

Sincerely Yours,



PAUL NILAND

孫保羅先生



PAUL NILAND

paul@niland.tw

INTERNATIONAL EXPERIENCE

Skills

- Business Analysis
- Change Management
- Compliance
- ISO 27001
- Mentoring
- Migration
- Performance Analysis
- Process Audit
- Project Management
- Project Planning
- Reporting
- Risk Assessment
- Service Level Agreements

Hands Group

Jan. 2018 - Jan. 2019

Gigabyte Server

Jul. 2017 - Dec. 2017

AAEON (ASUS)

Jan. 2017 - Jun. 2017

QNAP Inc.

Feb. 2014 - Aug. 2016

D-Link

May 2012 - Apr. 2014

United Nations

Jan. 2010 - Jan. 2011

Communications Strategy

Outbound Communication

Communications Manager

Outbound Communication

Marketing Manager

Press, Social, Stakeholder Communication, EDM, Brochures, Content Production

Senior Marketing

Press Releases, Social Media, Trade Shows, Video, EDM, Brochures, UI, Content Production, Production SOP

Technical Marketing

Business Analysis, Business Case, Consolidation, Documentation Design, Risk Assessment, Service Level Agreements, Compliance, End-User Interface Design

Advisor to the Ambassador of Guyana

Business Analysis, Business Case, Risk Assessment, Security Profiling, Procurement, Service Level Agreement

EUROPEAN EXPERIENCE

KMD

Dec. 2010 - Jun. 2010

Data Migration Consultant

Server Virtualization, Server consolidation, Database Administration, MS SQL Server Integration Services, MS SQL Server Analysis Services, MS Structured Querying Language

Danfoss

Jan. 2007 - May 2009

Leadership Reporting

Business Intelligence Reports for leadership

Server consolidation, migration, virtualization best practices

Financial reporting

UNITED KINGDOM EXPERIENCE

OCSL

Sep. 2003 - Aug. 2005

HP Server Integration

Business Analysis, Change Management, Compliance, Service Level Agreement

UK Government

Apr. 2001 - Aug. 2003

Research Officer

United Kingdom Passport Agency statistical analysis

Criminal Records Bureau Database & front end prototyping

Operation Middle-Market audit



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TEACHING EXPERIENCE: HCMC, VIETNAM

Skills

- Business Analysis
- Change Management
- Compliance
- Class preparation
- Activity Planning
- Performance Analysis
- Process Audit
- Project Management
- Project Planning

E-Solutions

Sep. 2020 - Sep. 2022

EMG

Jun. 2020 - Jul. 2020

ICLC

May. 2020 - Jun. 2020

Contract Teacher

Public Schools - Teacher

Contract Teacher Grades 1-5

Public Schools - Cover Teacher

Contract Teacher Grades 1-5

Public School - Teacher

TEACHING EXPERIENCE: SHENZHEN, CHINA

Language First

Jun. 2019 - Dec. 2019

Contract Adult ESL Teacher

One-to-one, Business ESL, One-to-Corporate Department

TEACHING EXPERIENCE: TAIPEI, TAIWAN

AEI

Mar. 2014 - Oct. 2014

Manager & Teacher

IT audit, marketing, class scheduling, student performance reviews, parent reviews

J's Language School

May 2012 - Apr. 2017

Advanced ESL Teacher

Business ESL for Senior Managers, Business ESL for employees, advanced ESL for children (ages 9-15)

A handwritten signature in black ink that reads "Paul Niland". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

PAUL NILAND

EDUCATION, CERTIFICATIONS,
REFERENCES, AND IDENTIFICATION

Dear Hiring manager(s),

I have included in the following pages copies of my degree certificates, professional certifications, a collection of references, and my Passport for your reference.

Originals are available if required.

Sincerely Yours,

A handwritten signature in black ink that reads "Paul Niland". The script is fluid and cursive, with the first and last names being more prominent than the middle name.

PAUL NILAND
孫保羅先生



The UNIVERSITY of SUSSEX

at a congregation held today

Paul Niland

was admitted to the degree of

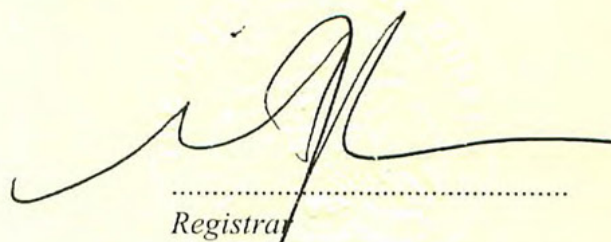
BACHELOR of ARTS
with Honours

Politics with Development Studies

THIRD CLASS

School of African and Asian Studies

11 July 2000


.....
Registrar



THE UNIVERSITY OF NORTH LONDON

at a congregation held today

Paul Niland

was admitted to the degree of

Master of Research

History

Caribbean Studies Centre

9 July 2002

.....
Registrar



Certificate of Completion

Paul Niland



Has been awarded this 170 Hour Certificate in Teaching English as a Foreign Language (TEFL)
& Teaching English to Speakers of Other Languages (TESOL) by

International TEFL Academy
In London, England

Completion Date: March 2019

Consisting of 150 hours Coursework and 20 hours of Teaching Practice: A

TEFL / TESOL Certification Course Includes

- Grammar
- Phonetics
- Lexis
- Basic Principles of Teaching ESL
- Reading and Listening
- Speaking and Writing
- Visual Aids
- Error and Error Correction
- Classroom Management
- Lesson Stages and Plans
- Learning Difficulties

Bruce Jones - President, International TEFL Academy



Date: October 7th, 2014

To Whom It May Concern

It's my pleasure to write a letter of reference for Mr. Paul Niland, who has been employed by me as a teacher of ESL here at American Eagle for the past seven months. Paul came into the school after another teacher had to depart on short notice, and was able to adjust quickly and continue on in the curriculum without a problem.

Paul has very good command over the subjects being taught (Language Arts, Phonics, Spelling, Writing, Grammar, Reading Comprehension, and Oral communication) and has been able to address the needs of each student making him an outstanding professional in the field of teaching. On a daily basis he plans lessons from supplied curriculum, administers self-created and curriculum based worksheets, quizzes, and exams, and marks the individual work of the students.

Paul works well with the other members of the staff, and relates in a professional manner with all the students and staff. In short Paul continues to be a great asset of the school, and is greatly liked by all. I am sure he will be a help and an asset to whomever is interested in employing him as he's a good worker, highly adjustable, and in general continually striving to achieve the best out of whatever work he is doing.

Sincerely

Robb Platford
Owner/Operator
American Eagle, Banciao, Taipei, Taiwan
Contact Number: +886 938 187 190
Email address: robb.platford.aei@gmail.com

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www.eagledu.com

