**Sarah Coleman**

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LinkedIn: [**http://www.linkedin.com/in/sarah-coleman-323b27152**](http://www.linkedin.com/in/sarah-coleman-323b27152)| GitHub: [**https://github.com/SarahColeman**](https://github.com/SarahColeman)

A highly driven, dedicated, and analytical individual with five years of experience working as a teacher internationally and in the UK. Seeks to take skills gained in presenting information, working successfully in a team, and problem-solving into an entry-level role in data science. Currently participating in Tech Talent Academy's Data Academy programme, learning Python fundamentals, including key libraries used within the field such as Numpy, Pandas, SciKit, and Tensorflow. Gaining a solid grounding and practical experience in machine learning algorithms, relational database management (SQL), data visualisation/business intelligence packages such as PowerBI, and R programming language

**Education**

**Data Skills Bootcamp -** Tech Talent Academy – 10/21 – Present.

An intensive 14-week course, focused on the fundamentals of data science delivered through a combination of interactive group learning and home learning tasks. During the course I built strong skills in the manipulation of data using Numpy and Pandas whilst being able to visualise the data using Python libraries including matplotlib, Altair and other software packages such as Power BI.

**CELTA** - University of Cambridge ESOL Certificate in English Language Teaching to Adults, 09/2018.

**University of Hull** - Ba (Hons) English, Upper Second Class (2:1), 2011-2014

**East Norfolk Sixth Form College** - A levels, English, Biology, Chemistry, BCC, 2008-2010

**Flegg High School** – 11 GCSEs (A-B), 2004-2008

**Employment History**

**The University of Leeds (UK) – Civil Engineering Pre-Sessional English Language Tutor (06/2021 – 09/2021)**

* Delivering pre-sessional, specialised English courses to postgraduate Civil Engineering students.
* Teaching bi-weekly sessions centred around academic skills relating to writing, reading, and speaking, as well as Civil Engineering, subject specific vocabulary and practices (codes of conduct/responsibility/evaluation).
* Scheduling and administering weekly individual tutorials for students, giving personalised feedback, and implementing personal development plans.
* Updating and creating content on eLearning platforms (Blackboard/Teams/OneNote) and dedication to providing up-to-date content for use in a blended learning approach.
* Meeting weekly, assignment marking deadlines and reporting issues to module leads.
* Maintaining accurate daily records of attendance, student engagement, and performance on Excel. Providing weekly reports of student performance to module leaders based on personal records.
* Producing engaging daily content on class Teams channel with information on study skills, module and university events and workshops, as well as course information and reminders. Emphasis and experimentation on delivering strong channel content and looking at ways of increasing class engagement and participation through Teams channels.
* Participating in weekly meetings on administration, grade standardisation, and workshops on increasing student engagement and participation.
* Participating in EAP (English for Academic Purposes) departmental training workshops and events.
* Completing all tasks at the University with clear understanding of safeguarding policy, confidentiality, and best practice guidelines.

**Cambridge School (Lisbon, Portugal) - English Teacher (10/2018 – 06/2021)**

* Preparing and delivering engaging, communication-based lessons based on student level, individual needs, and learning styles.
* Creating engaging content on the school’s eLearning platform (Moodle) and updating the system on a daily basis with lesson content, assignment information, and to answer student questions.
* Maintaining accurate, daily records of attendance, course content, and student work for secretarial team.
* Completing formal, semesterly student evaluations with reference to performance records in accordance with school deadlines.
* Participating in meetings to discuss administrative issues, technical support, and exam schedules.
* Delivering presentations in fortnightly teaching practice workshops with aims of presenting new educational resources for use in class and on eLearning platforms.

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| **Europe Direct (Prades, France) - Assistant Manager for European Missions (01/2018 – 05/2018)**   * Coordination and delivery of events on European Union mobility platforms in schools and colleges and successfully increasing awareness and participation in Erasmus programmes in the region. * Consultancy within the events team with aims of improving content and delivery of communications. Successfully increased participation of Erasmus programmes in the region by 15%. * Planning and production of a bi-lingual brochure on Brexit and the transitionary period including information concerning citizens’ rights for circulation across the region and at a European Commission conference. * Office administration and translation, i.e., reception duties, diary management and booking travel.   **YOLA English Centre (HCMC, Vietnam) - English Teacher (05/2016 – 10/2017)**   * Planning and delivery of communication-based lessons to a broad range of students, including teaching IELTS and TOEFL exam classes. * Meeting and maintaining targets involving student feedback, performance and net-promoter score. A performance bonus was received in this area. I was in the top 10 performing teachers out of 250. * Maintaining accurate daily records of lesson content and student performance using the school intranet. * Meeting deadlines for formal evaluations and completing them based on company best practice guidelines. * Attending weekly meetings on administrative matters and evaluation. * Delivering resources and learning materials in monthly training and development workshops.   **Phuong Lien English (Hai Phong, Vietnam) - English Teacher and Communication Manager (10/2015 – 04/2016)**   * Planning and delivery of lessons and educational events to adults at a new English Centre. * Coordination of volunteer team, including scheduling of classes and group planning sessions. * Development of social media presence on a number of platforms. * Assisting in development and administration of sister programme, Hai Phong Youth Theatre.   **RNLI (Sunderland, UK) – Lifeguard and Fundraiser (Seasonal 2014 and 2015)**   * Working in a team to provide beach rescue and safety advice. * On-street fundraising for the RNLI.   **Interests**  Alongside my interests in data science, I enjoy playing netball, surfing, and swimming. I also study Portuguese in my spare time and improving my practical knowledge of Maths and Statistics.  **References**  Available on request |