

Sophie Phoon

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Work History

Feb 2020-present

Lexis English, Scarborough WA

English Teacher

- Planning, preparing and delivering General English courses in adherence with the Lexis English teaching standards
- Conducting/marking in-class progress tests to determine English language level of the students
- Submitting Student Record Statements to outline the student's progress and areas of improvement, and communicating these to students

Oct 2019-present

Phoenix Academy, North Perth WA

Academic English Teacher

- Planning, preparing and delivering AEP (Academic English Program) in accordance with the Phoenix Teaching Curricula and Rationale
- Conducting in/out-of-class assessments adhering to the CEFR standard
- Providing students with an exceptional language learning experience through the implementation of communicative language teaching methods and skills-based lessons
- Submitting clear, professional reports which comprehensively outline student progress and areas of improvement
- Liaising regularly with other teachers in the interest of continuously improving the student experience (e.g. moderation of assessments)

Oct 2018-Oct 2019

Offspring Magazine Pty Ltd, Avoca Beach NSW

Editorial Assistant

- Writing headlines, sourcing images and proofreading advertorials for print
- Researching, writing and proofing articles for social media, website and print
- Creating and implementing Facebook Content Strategy
- Establishing partnership with potential distributors in WA
- Designing/compiling material for newsletter

Jan 2016-Sep 2018

Australian Institute of Language and Further Education, Perth WA

TESOL/EAP Trainer

- Planning and preparing lessons adhering to the course/unit requirements
- Conducting classes for ESL learners (general and academic)
- Conducting assessments (course/unit exams and placement tests) and grading examinations
- Coordinating trainers, writing new assessment tools and course content, and delivering Certificate IV English for Further Studies
- Creating lesson plans for and delivering ELICOS courses (mainly Intermediate – Advanced level)
- Creating lesson plans and content, and delivering IELTS intensive lessons
- Conducting annual audits of course lessons and assessments

Sep 2013-Feb 2015

Digital River, Shannon Ireland

EMEA Tier 1 Customer Service Representative:

- Client support in pre-sales, downloads, delivery, returns and payment processing.
- Customer support via phone/email/fax in German, English and Spanish

May 2013-Sep 2013

Shannon Heritage, Bunratty Castle & Folk Park

Castle Guide:

- Conducting 20-25 minute castle tours in German, Spanish and English
- Managing large groups of people (up to 150 at a time)

Jan 2011-Jun 2011

Casa Hogar MAMi, Reynosa, Mexico

Internship Programme - UL Cooperative Education:

- Translating documents from Spanish to English
- Planning and delivering ESL classes

Volunteer Work

Apr 2019-Present

I Matter Foundation Ltd, Victoria

Copywriter/Blogger

- Researching and writing articles for blog

Apr 2019-Present

Avon Descent, Baldvis WA

Writer of Newspaper Articles

- Writing articles for online and print

Education

Jun 2020-Nov 2020

She Codes, Perth WA

Plus Program (6 months, part-time, project-based programming course)

Apr 2016-May 2016

Trainwest, Belmont WA

Certificate IV in Training and Assessment TAE40110

2009-2013

University of Limerick, Ireland

B.A. Applied Languages - German, Spanish, w/ Japanese

2009-2013

University of Limerick, Ireland

Certificate in TEFL/TESOL (150 hours theory and teaching practice)

Skills

Technology

HTML5, CSS3, JavaScript, React.js, Python, Django, Git, REST APIs, Microsoft Office (Word, Excel, PowerPoint), Content Management Systems, Google Ads, Google Analytics, Wordpress, MailChimp, MediaTrack, CapsuleCRM, Affinity Designer (Vector Graphics), Canva, G Suite, Global Commerce, Typing Speed 90 WPM

Foreign Languages

English
German
Spanish

Native
Advanced
Advanced

References

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Phoenix Academy
North Perth WA

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