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| **David Don** | 37 Mosshead Road  Kilmarnock  KA1 4PD | **P:** 07510 478 042  **E:** [davidhmdon@gmail.com](mailto:davidhmdon@gmail.com)  **W:** [daviddon.co.uk](http://daviddon.co.uk) |

**Summary**

I am a University-educated writer, experienced with working on a freelance or voluntary basis since 2010 and looking for consistent writing work. Check out my [website](http://daviddon.co.uk) or my [portfolio](https://docs.google.com/document/u/0/d/1K8RCDB_vpoi1LIGQqTiXntyNRp3kSafIhGbCUlNQwVA/edit) to see samples. I have been trained by Cambridge to teach English as a second language, taught in Saigon and privately tutored secondary school students for five years. I also have 6+ years experience working in retail and customer services.

**Work**

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| **May 2017 - December 2019** | **Teacher -** ILA Vietnam (HCMC, Vietnam)  Teaching English at ILA was a fantastic way to focus on language as well as a fun and confidence-building experience in general. We have to be self-motivated, self-organised (teachers at ILA make all their own lesson plans and materials) and always bring positive energy to the workplace. |
| **Aug 2011 -**  **Present** | **Freelance Writer –** Self-employed (Kilmarnock/Glasgow, Scotland)  I have created content for a number of different formats, including copy for small business retail websites and press releases for bands. I also have some experience proofreading and editing for small business websites. |
| **Mar 2020 -**  **May 2020** | **Web Copywriter** - Two Red Crows / Give Me Articles (Cape Town, South Africa)  During Vietnam’s lockdown I wrote 40+ white paper articles, as well as SEO-focused flash fiction, generally for insurance companies catering to construction workers in America. |
| **Aug 2009 -**  **May 2014** | **Private Tutor** - Self-employed (Kilmarnock, Scotland)  I provided assistance, worksheets and handouts (which I made myself), supervision and my own syllabus of revision to secondary school students in English, Media Studies and French. |
| **Nov 2009 -**  **May 2017** | **Customer Services Assistant** - ASDA (Kilmarnock, Scotland)  Every shift at ASDA instilled in me a sense of commercial practice, meeting targets and talking to people from diverse backgrounds affably, easily and in a way that meets their needs as quickly as possible. For my efforts beyond my remit I was three times awarded Employee of the Month (out of over 200 staff members). |

**Education**

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| Sept 2010 -  Apr 2013; Sept 2014 - Apr 2015 | **MA (Hons) English Literature/English Language** - University of Glasgow  (Glasgow, Scotland) |
| Nov 2015 -  Dec 2015 | **CELTA ESL Teacher Training** - Randolph CES School of English  (Edinburgh, Scotland) |
| Aug 2004 - June 2010 | **Advanced Higher (AA, English/Music); Higher (AAAB)** - Kilmarnock Academy  (Kilmarnock, Scotland) |

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| **Additional skills:** Fast typing speed; clean UK driving license; coding knowledge; good understanding of online business practices and regulations. | **Further interests:** I love reading and volunteered at a charity bookshop at weekends, before the pandemic. I write short fiction and poetry which I have self-published in the past but am currently submitting to magazines and journals. I have a huge interest in classic and contemporary films and TV. |