



## Felix Harrison

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07540 139449

A very ambitious and self-motivated person who is eager to learn new skills and extremely willing to take on any task that is set. Through my various experiences in the UK and abroad I have developed and shown management and leadership qualities and my teamwork and customer service skills have flourished. An inquisitive attitude pushes me to always take an active role in my training and development within all the work I take on. My personal creativity and ability to adapt to any situation has pushed me to fully apply myself so I can succeed to a high standard.

## Work Experience

### **General Manager** - *Alchemy Hostel and Bar, Kobe, Japan* / Sep. 2014 - Sep. 2015

Marketing and promoting the business on social media, creating logos and flyers, finance management, liaising with suppliers, ordering stock, organizing cultural and social events.  
Nightly service behind the bar and strong customer service to ensure happy customers.  
Up selling of hostel and bar services to customers.  
Reservation and housekeeping management and guest services. Recommending and booking local excursions and sightseeing trips.  
Organising trips with the "Alchemy Adventure Club."

### **Native English Teacher** - *Olympian Language Center, Kobe* / Sep. 2014 - Sep. 2015

1-to-1 private conversation and exam preparation lessons for adults.  
Curriculum and lesson planning as well as lesson reports and progress assessments.  
Selling of lessons and teaching material.  
Organising and running of language events such as "English through music"

### **Native English Teacher of Children** - *Peppy Kids Club* / Jul. 2013 - Jul. 2014

Preparing and executing fun and engaging lessons for kids of all ages and levels  
Selling learning materials and classes for siblings to parents.  
Ensuring the safety of all students under my care.

### **English Teacher** - *Inlingua Bologna, Italy* / Sep. 2012 - Jul. 2013

Planning and teaching a wide range of students from bank managers to university students in private and group lessons.  
Exam preparation and writing of regular progress reports.

### **Tea Broker Intern** - *Thompson, Lloya & Ewart* / Nov. 2011 - May. 2012

Liaising with growers and buyers from all over the world on phone and e-mail.  
Negotiating high value deals each week, making sure each party was happy and that we got a good brokerage fee.  
Tea tasting and grading. Sending sample to possible clients.  
Reading market trends and auction prices and pricing teas.

## EDUCATION

BSc (Hons) Forensic Science  
2:1.  
University of Kent  
2008 - 2011

TEFL Course w. 20 hours  
Classroom Practice.  
i-to-i.com  
May 2012

## SKILLS

- Strong teamwork skills.
- Organisation and management skills.
- Event planning skills.
- Communicative Japanese.
- Great communicator.
- Resourceful and very organized.
- Ability to listen and empathize.
- Strong customer service skills.
- Good sense of humour.

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## Charitable Work

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8-week volunteer teacher of English, Maths and General Knowledge in a rural development primary school in Uganda in 2010.  
Bronze and Silver Duke of Edinburg awards.

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## Organizations

University of Kent Falcons, American Football Club:  
Club President (3<sup>rd</sup> Year)  
Club Captain (2<sup>nd</sup> Year)  
Committee Member (3 years)

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## Music, Drama and Theatre

I have been involved in music since I was in primary school. I sing jazz and soul and play the guitar and I love performing on my own or with a band. I was very active in musical theatre in school and university as an actor. I also produced and 2 house plays in my final two years of Sixth Form.

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## Travel

I have a passion for travel. I have lived and traveled outside the UK for over 3 years, teaching and learning about different cultures around the world, including Europe, Japan & South America. I am an active member of the CouchSurfing community and also hosted and surfed with many different people from around the world.

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**References: More available on request.**

Paul Apice, Owner and MD  
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Motomachi, Kobe  
Hyogo  
Japan  
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