

Adam Hutt- CV / DOB: June 6th 1991 / **Email:** huttadam@gmail.com

Experienced English Teacher and Freight Forwarding / Logistics expert. I am able to comfortably prioritize tasks, manage time well as well as organize and schedule lessons. I work well in a team or individually and am willing to go the extra mile to complete tasks. Furthermore, I am well-traveled, easy-going, and friendly.

Employment History

English Teacher @ Globe English School - Tokyo JP - JUN 2021 - Present (Full-time)

- Working with up to 4 adult students and encouraging and correcting spoken English
- Teaching custom conversation skills for students needs. e.g. Business, Social, Homestay
- Instructing students on correct grammar usage and checking their understanding
- Working through two types of Textbooks which practice Speaking, Listening, Discussion etc
- Introducing students to the school with Trial lessons and encouraging them to join
- Building and maintaining good personal friendships with students to help increase morale

English Teacher @ Niseko / Nozawa Ryugaku - / Niseko & Nozawaonsen (Seasonal, Full-time) (3 Seasons worked – Niseko School: DEC 2018- MAY 2019, DEC 2019 - MAY 2020. Nozawa Onsen School: DEC 2020 - May 2021

- Organizing lessons for students based on level.
- Teaching useful conversation skills while creating a personal and enjoyable experience.
- Focusing on a variety of skills to help students with their goals.
- Recognizing and improving students weaknesses while encouraging confidence.
- Assisting students with upcoming EIKEN and IELTS assessments.
- Taking students to restaurants and out-of classroom activities for practical English practice.

English Teacher @ Ark Gaigo Foreign Language Academy - Innoshima JP -SEP-2019 - DEC -2019 and MAY 2020 - DEC 2020 (Full-time)

- Planning and teaching 6-7 lessons a day to both children (age 5-18) and adults.
- Adapting to the students level by using many resources e.g. cards, toys and computer games
- Assessing Students after lesson and issuing a pass or fail for the lesson
- Using various tools and textbooks to keep lessons beneficial and interesting for students

**Freight & Transport Operations @ TCF International- Sydney, AU - DEC 2017 – DEC 2018:
Import & Export Air / LCL Cartage (Full-time)**

- Customer service updates and face to face client solutions
- Assisting in Export and Tranship Shipments – Air Freight (DG included).
- Updating and Monitoring Task list/Workflow system for Offshore Team(Philippines).
- Sensitive freight management – Transport and storage of high value technology goods.

May 2017 – December 2017: Backpacking throughout Europe.

**Global Client Services Executive Burberry (Head Office) @ DSV Air and Sea -London, UK
- JUN 2016 – MAY 2017**

- Managing and liaising with overseas teams to ensure client satisfaction.
- Working in the client's office to provide on the spot solutions and service.
- Preparing presentations for weekly, monthly and yearly update meetings for clients.
- Working in a team with the Marketing Department to help maintain services we have sold.

Gap Year - December 2015 - June 2016 (Seasonal)- Based in Chamonix, France

**Freight & Transport Operations @ TCF International SEP 2014 – NOV 2015 -Import Air /
LCL Cartage**

- All previously mentioned tasks at TCF

Education and Certificates

- Lucas Heights Community School - Higher School Certificate- Completion - 2009 (12 years)
- MyFreightCareer - Freight Trainee Apprenticeship - Certificate of Completion - 2011
- ITTT 120hr TEFL Course Completion - 2019- Cert #117700210597

References (can provide more upon request)

Tat Ihara - Manager and Owner @ Niseko/Nozawa Ryugaku - Manager and Hiring party for English Teacher role @ Niseko/Nozawa Ryugaku -info@nisekoryugaku.com

Matthew Winfeild - Head Sensei @ Ark Gaigo - Manager and Hiring party for English Teacher role @ Ark Gaigo Foreign Language School matt@arkgaigo.com

Nao Kiyota - Manage and Owner @ Globe English School - Manager and Hiring Party for English Teacher role @ Globe English School nao@globeenglish.com